



TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

January 19, 2024

AGENDA

Meeting Location:

Fredericksburg Presbyterian Church – Meeting Hall
810 Princess Anne St, Fredericksburg, VA 22401

- 1) **Call to Order:** 9:00 a.m.
- 2) **Invocation / Pledge of Allegiance**
- 3) **Introductions / Welcome Guests**
 - a) **Newly Elected Directors:** Page # 1-2

**May vote today - Has taken the oath of office and supplied a copy (as of 1/12/24) to Blair Gordon, Soil & Water Conservation District Liaison, and Marissa Roland, Conservation District Coordinator (CDC) of the Department of Conservation and Recreation (DCR) and the District office.*

 - (1) Daniel Goodale-Porter, Stafford County
 - (2) Devin Schwerts, City of Fredericksburg *
 - (3) Anthony Staats, King George County
 - b) Youth Conservation Leadership Institute
 - (1) Alexandra Jones, Courtland High School
- 4) **Additions to Agenda / Public Comments**

Agenda #	Agenda Item	Page #
5	Cooperating Agency Reports	
	USDA-Natural Resources Conservation Service (NRCS) Brian Wooden, Jr.	3
	Virginia Department of Conservation & Recreation (DCR) Marissa Roland	4-7
	Virginia Cooperative Extension (VCE) Kayleigh Mize	8
	Virginia Department of Forestry (VDOF) Stuart Baker (Spotsylvania & Orange), Melina Cienski (Fredericksburg, Stafford & Prince William), Andrew Matteson (King George)	
	Friends of the Rappahannock (FOR) Adam Lynch (Fredericksburg, Stafford & Spotsylvania), Heather Strother (York River), Brent Hunsinger (King George, Spotsylvania & Caroline), Bryan Hofmann, Deputy Director	9
	George Washington Regional Commission (GW), Meredith Keppel	10-35
	Lake Anna Civic Association (LACA) Mark Debord & Lara Weather-Holtz	
	Youth Conservation Leadership Institute Alexandra Jones- Courtland High School	
6	Board Meeting Minutes	
	Approval Board Meeting Minutes from November 17, 2023	36-40
7	Committee Meeting Minutes	
	Approve the Technical Review Committee Meeting Minutes from November 17, 2023 ^(Last month)	41-42
8	Approve the Personnel Committee Meeting Minutes from November 15, 2023	43
9	Approve the Operations Committee Meeting Minutes from November 15, 2023	44-45
10	Approve the Personnel Committee Meeting Minutes from January 10, 2024	46
	Financial Reports	
11	Acceptance & File for Future Audit the Treasurer's Financial Report for November 30, 2023	47-68



TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT
Board of Directors Monthly Meeting
January 19, 2024
AGENDA

Agenda #	Agenda Item	Page #
12	Acceptance & File for Future Audit the Treasurer's Financial Report for December 31, 2023	69-92
13	Action Items	
	(a) TRC report: Cost-share applications and nutrient management plans January 19, 2024 <i>(this month)</i>	
	(b) Approve the revised Credit Card Policy and Credit Card User Agreement	93-97
	(c) Approve designer choices for flooring, wall, accent and trim colors	98
	(d) Approve Committee Appointments for the 2024 Calendar Year	99
	(e) We need an alternate representative for the Potomac Watershed Roundtable meetings	
	(f) Approve to accept Audit Results / Exit Notes from auditors for the one year period ending June 30, 2023	
	(g) Approve to exceed per diem rates for lodging, parking and meals for the Annual Meeting from December 2023	
	(h) Approve the 2024 IRS mileage reimbursement rate increase to .67¢ per mile	
14	Review / Updates	
	(a) Monthly Review of FY 2024 Annual Plan of Work <i>(Details follow the agenda)</i>	Last Page of Agenda
	(b) Update on the 80 th Anniversary & Outreach Event 2024	
	(c) Update on the Area III Envirothon Event April 16, 2024, at Germanna Community College	
	(d) Update on the Potomac Watershed Roundtable Meeting July 12, 2024, at Stevenson's Ridge	
	(e) Old office furniture (chairs, desks, tables, filing cabinets, bookcases, etc.) will be donated to charity as the date for pickup has passed (January 18, 2024)	
	(f) Obituary for Jean Wakeman Jones, first woman elected to the Virginia Soil and Water Commission	101-102
	(g) Email from James Martin re: Obtaining Proper Engineering Authority Approval	103-104
	(h) VASWCD Area III Spring Meeting, March 19, 2024, in Tappahannock- Email Renee Davis if you can attend by January 31, 2024, so she can make reservations.	105
	(i) 2024 L. Gordon "Link" Linkous Scholarship Application	106-108
	(j) Area III Winter 2023 Report	109-123
	(k) Review Stevenson Ridge LLC Group Event Agreement for the July 12, 2024, Potomac Watershed Roundtable Meeting	124-132
	(l) Review Germanna Community College Memorandum of Agreement for the April 16, 2024, Envirothon Event	133-135
15	Closed Session	
	<p>Request: Requested by the Personnel Committee to: <i>To review staff evaluations and the Conservation Specialist position.</i></p> <p>(a) Initiating Closed Session: I move that we go into a Closed Session as provided for in the Code of Virginia Section 2.2-3771 (A) to discuss Personnel Matters (topic, ex: Personnel Matters- <i>Summary</i>). I would like to invite _____ (name) to join the closed session. [Vote]</p>	



TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT
Board of Directors Monthly Meeting
January 19, 2024
AGENDA

Agenda #	Agenda Item	Page #
	<p>(b) Reconvene into Open Meeting: “Pursuant to the Code of Virginia Section 2.2-2712 (D), I move to certify that to the best of the Board’s knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by this Board during the Closed Meeting. [Vote]</p> <p>(c) Move to Implement Closed Session Decisions: I move that the Board implement the decisions made in Closed Session regarding (topic). [Vote]</p>	
16	Schedule Committee Meetings	
	80 th Anniversary & Outreach Ad Hoc (Chair, Janet Gayle Harris) Ray Simms, Kayleigh Mize, Chuck Koch, Marissa Roland	
	Budget & Finance (Chair, Janet Gayle Harris) John Howe, Ray Simms	
	Community Conservation (Chair, Charles “Chuck” Koch) Jeff Adams, Ray Simms	
	Education & Outreach (Chair, Charles “Chuck” Koch) Jeff Adams, Kayleigh Mize, Carlie Pemberton	
	Legislative & Government (Chair, Ray Simms) Chuck Koch, Kayleigh Mize	
	Operations (Chair, Vacant) Janet Gayle Harris, Chuck Koch	
	Personnel (Chair, Jan Massey) Janet Gayle Harris, John Howe, Chuck Koch	
	Technical Review (Chair, Wayne Miller) Jeff Adams, Janet Gayle Harris, Jan Massey, (Brian Wooden- Advisor)	
	Scheduled February 16, 2024, 8:30 a.m.	
17	District Reports	
	(a) Directors and Associate Directors	
	(b) Conservation Staff (attached)	136-139
	(c) Education & Outreach (attached)	140-141
	(c) Operations Manager (attached)	142-143
18	Information / Announcements	
	(a) Next Board Meeting: Friday, February 16, 2024, 9:00 a.m.	
	<p>(b) COIA training was due by December 31, 2023, for locally elected Directors and staff. The training can be accessed at https://ethicswebinar.dls.virginia.gov/</p> <p>FOIA training is due every 2 years in even numbered years (2024, 2026 etc.) COIA is due in odd numbered years (2023, 2025 etc.) The certificate is due 2 years from the last training certificate date. Please submit the certificate to your local Clerk of the Court & cc TCC Operations Manager.</p>	

19	Policies Adopted	

20) Chair’s Comments

21) Adjournment by 11:00 a.m. (to exceed this time requires Board approval)



TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT
Board of Directors Monthly Meeting
January 19, 2024
AGENDA

14 (a) FY 2024 Monthly Review of Annual Plan of Work

January 2024	Responsibility
NOM presents recommendations for Board Officers, Board elects' officers for the calendar year	NOM, Board
Appoint Committees, Parliamentarian, Associate Directors, and Watershed Representatives	Board & Chair
Complete 2 nd Quarter Attachment E	Staff, Finance, Board
Prepare and mail 1099's and W-2's	Staff
Attend DCR Annual Security Awareness Training	Staff
Board: local government breakfast – Develop menu; issue invitations	Staff, Operations
Select venue site for the next Potomac Watershed Roundtable	Community Conservation
Plan for the 2024 Area III Envirothon Event	Education
Plan 80 th Anniversary & Outreach DCR Deliverable to include VSU	Staff, Personnel, Board

February 2024	Responsibility
Register for VASWCD Area III Spring meeting	Staff, Directors
Update local government & present Clean Water Farm and Forestry BMP Awards	Staff, Directors
Review and update Personnel Policy	Staff, Personnel, Board
Review and update Position Descriptions	Staff, Personnel, Board
Board: hold local government breakfast in February, March, or April	Staff, Government
Prepare and publish February newsletter	Staff
Plan topic, speaker, and lunch for the next Potomac Watershed Roundtable meeting	Community Conservation
Plan for the 2024 Area III Envirothon Event	Education
Plan 80 th Anniversary & Outreach DCR Deliverable to include VSU	Staff, Personnel, Board

March 2024	Responsibility
Attend VASWCD Area III Spring meeting	Staff, Directors
Select scholarship recipients (VASWCD, Link, YCC) and poster contest winners	Staff, Education
Review and update Financial Policy and related Addendums	Staff, Finance
Review Attachment C to receive Cost share & TA funding	Staff, Finance
Review Attachment C to receive Administrative & Operating Funding	Staff, Personnel
Board: hold local government breakfast in February, March, or April	Staff, Government
Review Credit Card Policy and User Agreements	Staff, Directors
Submit Employer Data Sheet to renew coverage with The Local Choice by April 1 st	Staff
Plan for the next Potomac Watershed Roundtable Meeting	Community Conservation
Plan for the 2024 Area III Envirothon Event	Education
Plan 80 th Anniversary & Outreach DCR Deliverable to include VSU	Staff, Personnel, Board

Welcome New Director's

Daniel Goodale-Porter: Stafford County

I am Daniel Goodale-Porter, and it is with profound humility that I accept the position as a Director of the Tri-County City Soil & Water Conservation District. The preservation of our nation's natural heritage has been a lifelong commitment of mine. This dedication was sparked at a young age by my high school earth science teacher, fostering my fascination with landscapes and oceanography and propelling me toward the study of geology in college.

Prior to retirement, I devoted 26 years to a career as a US Army Chemical Officer, concentrating on shielding troops and noncombatants from battlefield toxins and pathogens. Following retirement, I pursued an International Master of Environmental Science at the University of Cologne, Germany before resettling in the United States with my wife, Caitlin. Both of us have since earned our certification as Virginia Master Naturalists while establishing our home in Stafford, Virginia.

Beyond my enduring passion for traditional film photography, I have recently embarked on exploring ceramics as a newfound hobby in retirement.

I eagerly anticipate employing the comprehensive skill set acquired throughout my life in the careful stewardship of Virginia's soil and water resources. It's a role I'm looking forward to embracing.

Daniel graduated high school from Schalmont High School in Schenectady, NY with a "scientific endorsement". Following this, Daniel graduated from SUNY Courtland in 1988 with a Bachelor of Science degree in geology. After this time, he was commissioned as a U.S. Army Chemical Officer and served 26 years on active duty as a Chemical Officer concentrating in force protection, contamination avoidance, decontamination, chemical and nuclear target analysis, lab and LIDAR-based biodetection and identification, medical management of chemical and biological casualties, pest management, equipment test and evaluation, atmospheric dispersion analysis, consequence management, and GIS analysis. During Daniel's time in the Army, he earned additional skill identifiers- 5P- RANGER Parachutist, 5H- Nuclear/Chemical Target Analyst, L4- Biodetection Specialist, 5B- Visual Information Officer. He retired in from the US Army in 2014 and completed coursework for the International Master of Environmental Sciences (IMES) at the University of Cologne, Germany in 2015. Daniel is a fully qualified Master Naturalist and looks forward to joining the district as our new Stafford representative.

Welcome New Director's

Devin Schwerts: City of Fredericksburg

Devin is a senior at the University of Mary Washington where he is studying Political Science and graduating in December of this year. Devin is serving on our board as a representative for the City of Fredericksburg and believes that Virginia's natural resources must be protected. He looks forward to serving on the board and becoming a conservation steward for all of the state's natural resources.

Anthony Staats: King George County



FREDERICKSBURG SERVICE CENTER REPORT

Tri County City SWCD Board Meeting

1/19/2024

Program Updates/Deadlines:

Environmental Qualities Incentives Program (EQIP) – The service center has accepted 14 applications for the EQIP program. Of those applications 5 are from King George, 5 are from Spotsylvania, and 4 are from Stafford. We are working on the process of planning and assessing these applications so they can be ranked by the ranking deadline.

Conservation Stewardship Program (CStP) – The service center has accepted 4 applications for the CStP program. Of those applications 2 are from Spotsylvania and 3 are from King George. We are working on the process of planning and assessing these applications so they can be ranked by the ranking deadline.

- **Environmental Quality Incentives Program (EQIP)**
30 Active Contracts 1 in Fredericksburg, 6 in King George, 15 in Spotsylvania and 8 in Stafford for \$1,654,113.71 on 6,088.5 acres...
- **Conservation Stewardship Program (CSP)**
13 Active Contracts. 5 in King George, 6 in Spotsylvania and 2 in Stafford for \$963,744.52 on 5,754.3 acres.

2 Active CSP-GCI Contracts, 1 in King George, and 1 in Spotsylvania for \$7,920.

Upcoming Training Opportunities in the Area (JEDs, Webinars, Field Days)

- The local JED (Joint Employee Development) trainings are being held the 2nd Tuesday of each month for NRCS and SWCD field staff.

Submitted By Brian Wooden Jr., District Conservationist

NATURAL RESOURCES CONSERVATION SERVICE

4805 Carr DR ♦ Fredericksburg, Virginia 22408

Phone: (540) 899-9492 ♦ Fax: (855) 621-7141

USDA is an equal opportunity provider, employer, and lender.



December 2023 – CDC Report

Marissa Roland, DCR Division of Soil and Water Conservation

marissa.roland@dcr.virginia.gov | 804-380-2452

ADMINISTRATION AND OPERATIONS

- **New Directors:** Congratulations to the recently elected and re-elected Directors! The State Board of Elections will meet December 4th to certify the recent election results. Soon after letters will be mailed by DCR with important information, including an Oath of Office Form to be executed by the local Clerk of the Court. **There will be a small window for you to get this done so please make it a priority.** You will be unable to vote on any District business until this is completed. Please keep a copy for yourself, provide a copy to the District, and scan/email a copy to DCR at the address in the letter.
- **COIA Training for Directors:** The Code of VA requires once every two years locally elected officials must take COIA training. Most directors took this in 2021 between July and December. The training can be accessed at <https://ethicswebinar.dls.virginia.gov/>. Each module is specific to your role so select “Local elected officials or EDAs/IDAs” in order to complete the correct training. Please remember there is no completion certificate for this training, so my suggestion is to take a screenshot of your completion message. Returning Directors will have an opportunity to complete this training at Annual Meeting in December.
- **Committee Appointments:** normally made by the Chair in December or January.
- **2024 Calendar Year Meeting Date & Time:** It’s time to think about setting regular board meeting day, time, and location for 2024 to be approved in Nov. or Dec. Send any updates and changes to the VASWCD, your CDC, and other partners.
- **SWCD Election of Officers:** Nominating Committees should be appointed this month if not done in November. Officer elections generally occur in Dec. or Jan., **to include** appointment of FOIA Officer & Records Retention Officer.
- **Mid-year checklist reviews:** I’m working to go through District files, notes, and any meeting materials to update my document checklist for each District. Remember, these checklists are not official DCR documents but very helpful for District assessments. I will send a mid-year check-in email in January to the Manager, Admin, and Chair.

AG COST SHARE

- **DCR IT Security Awareness Training:** All users of the AgBMP Tracking program are required to complete an annual IT Security Awareness training by **December 15, 2023**. An email went out to active CAS users from Carl Thiel-Goin on Oct.23. **For all newer District Staff** that started since July 1, 2023, your training that you completed when hired will count for this year. Please provide a copy of your completion certificate to your CDC.
- **CCI sign up and approval (Continuing Conservation Initiatives):** This is the time of year to be readying/preparing/signing up any BMPs or existing CCIs coming out of lifespan on 12/31/23 that are eligible for any of the CCI practices in the FY24 VACS Program. If a current BMP or CCI contract's lifespan ends on December 31, 2023, DCR recommends having them apply and be technically certified this fall before the Calendar Year ends. In the Conservation Application Suite, **it is critical that the Technical Certification Date on the General Tab reflect certification by the end of this Calendar Year on December 31, 2023.** If the new CCI is certified in the current Calendar Year 2023 that will allow for the new lifespan to start on January 1, 2024 immediately after the original lifespan expires.
 - **Remember to use the ‘Related Instances’ function in CAS** whenever a CCI is picking up an expired VACS BMP. There’s much better credit that way!
- **Conservation Planning Certification:** For staff that are already certified, please review your expiration date and plan for renewals accordingly.
- **End of Calendar Year Delegated Authority:** Districts may want to consider delegating authority to Chair or other Director to handle late December cost-share issues/needs.
- **Tax Credits:** The ‘Technical Certification Date’ and the ‘Tax Credit Certification Signature Date’ must be within the same calendar year. Some District Boards do not meet in December, so if you anticipate projects being completed late in the year that will need tax credit approval, your Board may want to delegate authority to an available Director to handle tax credit approvals and signatures through the end of the year. If a producer requests tax credit that will not be approved until a January Board meeting, the ‘Technical Certification Date’ and ‘Tax Credit Certification Signature Date’ will both need to be in 2024 (matching the ‘Tax Credit Board Approval Date’) and the tax credit will

not be eligible for redemption until the following year. Please review the VACS Tax Credit Guidelines Section, particularly Pages IV-10 and IV-11.

- **January 31st** is the deadline for Districts to provide producers with all required documents for tax credits certified in 2023.
- TAX will be removing the April 1 tax credit deadline. AgBMP Tax Credits can be submitted until Dec 31, 2024. DCR staff is working to update template letters with the correct info. Please see Sara Bottenfield's email for more info.

DATES TO REMEMBER:

• **DECEMBER**

Dec 3-5: VASWCD Annual Meeting, Norfolk Waterside Marriott, Norfolk, <https://vaswcd.org/annual-meeting/>

Dec 6: VA Soil and Water Conservation Board Meeting, 9am, Norfolk Marriott, Shangrila/York/Franklin, Second Floor

Dec 15: Annual IT Security Training DUE, please see email from Carl Thiel-Goin

Dec 22: State Office close at Noon/4 hours additional time off

Dec 25: State Offices Closed - Christmas

• **JANUARY**

Jan 1: State Holiday – New Years Day - State Government offices closed

Jan 4-5: NEW Virtual Option: Soil Science, Soil Fertility and Crop Production School (Zoom), 9:00 am -4:30pm {Required Conservation Planner certification course} \$150, Registration: <https://www.dcr.virginia.gov/soil-and-water/nmregister?c=2023-10-25-14-15-33-223891-gxy>

Jan 9-11: Agriculture Nutrient Management Plan Writing School, 9:00 am -4:30pm, Brightpoint Community College in Midlothian \$150 Registration <https://www.dcr.virginia.gov/soil-and-water/nmregister?c=2023-10-31-16-22-22-877112-sk8>

Sent electronically to SWCD offices: 12/1/2023



January 2024 – CDC Report

Marissa Roland, DCR Division of Soil and Water Conservation
marissa.roland@dcr.virginia.gov | 804-380-2452

ADMINISTRATION AND OPERATIONS

- **Oath of Office for Elected Directors:** Congratulations to the elected and reelected Directors! Please make sure to provide a copy of your executed oath to your SWCD admin staff and scan/email a copy to Blair Gordon. **Remember, the Oath must be executed BEFORE a director can vote on SWCD business.** Appointed At-Large and VCE Directors do not need to take an oath at this time.
 - Newly elected Directors also need to make taking COIA and FOIA training a priority, as the Code of Virginia requires newly elected officials to do so within two months of assuming office. Please see separate email I sent to Districts with this information.
- **IRS Mileage Rate:** now \$0.67 as of Jan. 1
- **Mid-year checklist reviews:** I'm working to go through District files, notes, and any meeting materials to update my document checklist for each District. Remember, these checklists are not official DCR documents but very helpful for District assessments. I will send a mid-year check-in email in January to the Manager, Admin, and Chair.
- **Quarterly Reports due January 16, 2024:** Q2 Attachment E, cash balance, and P&L reports.
- **SWCD Election of Officers/Setting 2024 Calendar Year Meeting Date & Time/Committee Appointments:** Be sure the officer elections include the appointment of a FOIA Officer and Records Retention Officer. Set the 2024 Calendar Year regular meeting dates and time. Send updates to the VASWCD, assigned CDC, and other partners. Committee appointments typically occur in Jan/Feb and are generally made by the Chair.

AG COST SHARE

- **AgBMP Tax Credits:** The Department of Taxation (TAX) is eliminating the April 1 deadline to submit Agricultural BMP tax credit applications. Taxpayers will now have until December 31 of the year following the credit year to submit their application and supporting documentation, although they should still submit their documents prior to filing their return so that the credit is "in the bank" when they claim it. Applications will be processed and letters issued on a rolling basis, as they are received. The \$2 Million statewide cap is still in effect and will now be enforced on a first-come, first-served basis. Revised template letters are available in CAS for District staff to access and we are working to make the revised Form ABM available as well. TAX has confirmed that should anyone accidentally submit their information using the old form, it will still be accepted.
- **Conservation Planning Certification:** For staff that are already certified, please review your expiration date and plan for renewals accordingly.
- **EJAA Updates in Tracking:** (Engineering Job Approval Authority) Additional EJAA information is now required to be entered into the Tracking Program. SWCD staff has been given until 1/31/24 to input additional EJAA information for all 2024 structural BMPs and until 2/29/24 for all structural carryover contracts including all structural BMPs that have been completed and paid since July 1, 2023. In mid-December SWCD staff were provided a list of BMPs that needed additional EJAA information entered. A webinar is planned for sometime in January to update staff. TBD.

DATES TO REMEMBER:

• JANUARY

Jan 4-5: NEW Virtual Option: Soil Science, Soil Fertility and Crop Production School (Zoom), 9:00 am -4:30pm {Required Conservation Planner certification course} \$150, Registration: <https://www.dcr.virginia.gov/soil-and-water/nmregister?c=2023-10-25-14-15-33-223891-gxy>

Jan 9-11: Agriculture Nutrient Management Plan Writing School, 9:00 am -4:30pm, Brightpoint Community College in Midlothian \$150 Registration <https://www.dcr.virginia.gov/soil-and-water/nmregister?c=2023-10-31-16-22-22-877112-sk8>

Jan 10: VA General Assembly Convenes

Jan 11: VASWCD Legislative Day, contact VASWCD for details

Jan 31: Deadline for PY24 approved structural BMPs to have all required EJAA information entered into Tracking

- **FEBRUARY**

Feb 29: Deadline for Carryover structural BMPs to have all required EJAA information entered into Tracking

Sent electronically to SWCD offices: 1/5/2024

DATE: January 19, 2024
TO: TCCSWCD Directors and Staff
FROM: Kayleigh Mize, ANR Extension Agent
RE: Spotsylvania VCE monthly report, respectfully submitted

This past month

11/27-11/29 Farm Bureau Annual Meeting
 11/30 Small Ruminant Field Day in Blackstone
 12/1 Virginia Association of Agricultural Extension Agents (VAAEA) meeting -was elected to be a Jr. Director
 12/4 NE District ANR Meeting
 12/7 York River & Small Coastal Basin Roundtable – “All hands-on deck” (King William)
 12/12 NE District Holiday Zoom
 12/13 Madison Graded Sheep & Goat Sale- had 204 animals!!
 12/14 PD 16 Private Pesticide Recertification Class
 12/15 CattleWise (Equipment focused)
 12/16 CattleWise (livestock focused)
 1/10 Farm Bureau Budget Meeting
 1/10 Ag/ Forestry Committee Meeting
 1/17 Farm Bureau Board Meeting
 Continue with intermittent farm visits

Coming up in the near future

1/23 District 7 Young Farmer Roundtable
 1/28-1/29 Farm Bureau Legislative Day
 2/5-2/8 Virtual VCE Winter Conference
 2/13 VOPEX lite

Planning Forage conference 3/20 in Doswell

Marketing programs for fall/winter!

Needs?



Virginia Cooperative Extension

Virginia Tech • Virginia State University

Friends of the Rappahannock (FOR)
3219 Fall Hill Avenue, Fredericksburg, VA 22401



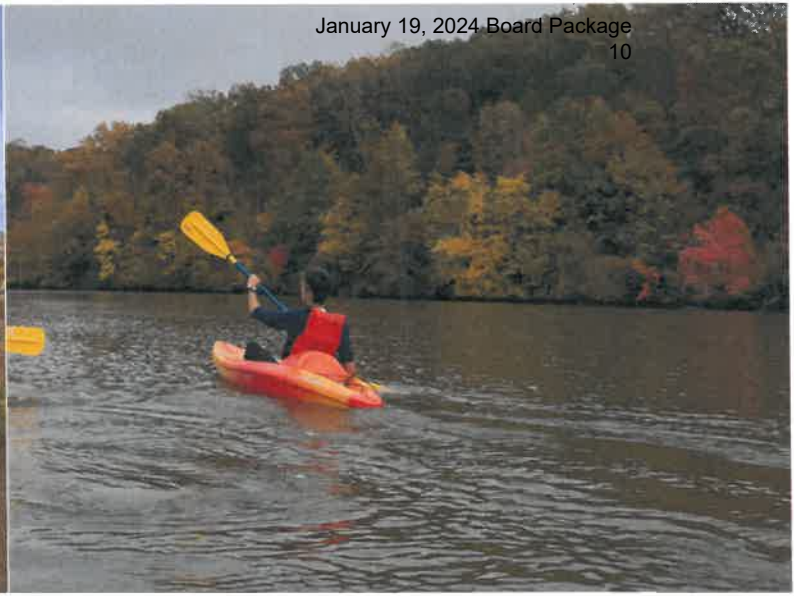
VCAP Report

Site Visit(s)

- Two upcoming conservation landscaping site visits in Spotsylvania
- One upcoming permeable pavement site visit in Fredericksburg

Outreach

- FOR is currently hiring a Green Infrastructure Specialist
 - Responsibilities will include communication and outreach specifically for VCAP for SWCDs
 - Tabling events
 - Postcard mailers
 - Presentations to local Master Naturalists, Gardeners, and local HOAs
 - Job listing posted on Facebook and LinkedIn



GEORGE WASHINGTON

REGIONAL COMMISSION

Environmental Services December 2023



Dear Environmental Stakeholders,

Winter has crept in and the weather got **COLD** fast! The potential for snow has many *salty* prospects. So let's talk about the impact of salt on our local streams and water ways - check out the "**Making a Splash**" water quality spotlight below to dig into it.

And don't forget, the next **Resiliency Meeting is December 19th at 1:30PM** with special guests from the York River and Small Coastal Basin Roundtable. You don't want to miss this one so register below!

Best,

Meredith Keppel (she/her),

Environmental Planner II

meredith.keppel@gwregion.org





Special Guest Speakers from **York River and Small Coastal Basin Roundtable** to talk about their work, how to get involved, and their upcoming Wetlands Plan.



December 19th, 1:30-3pm

Register for the meeting!



<https://www.eventbrite.com/e/december-regional-resiliency-meeting-tickets-743699293607?aff=oddtcreator>

Making a Splash!

Water Quality Spotlight



Getting Salty in our Winter Watershed

Why do we use salt?

Salt (also called sodium chloride) has the ability to both raise the boiling point of water and lower its freezing point. Fresh water will freeze at 32 degrees Fahrenheit. Salt water will resist freezing to about 15 degrees Fahrenheit.

Why is this a problem?

Salt is a great natural tool-- but even too much of a good thing is a problem. According to the EPA: "Salts can pollute drinking water sources and damage infrastructure. But there's more to the problem than that; increased salt concentrations lead to a phenomenon called freshwater salinization syndrome (FSS). This syndrome is due to direct and indirect effects of salts that cause other pollutants in soil, groundwater, surface water, and water pipes to become more concentrated and mobile (Cooper et al. 2014). One example of these effects is that salts can increase the rate of metals mobilizing from soils and pipes and can cause radioactive materials such as radium in soils to become more concentrated in groundwater and surface water. Excess nutrients in the soil like nitrate-nitrogen can also be mobilized by high salinity, thereby exacerbating nutrient pollution, which contributes to harmful algal blooms and low dissolved oxygen levels in lakes and rivers. Taken together, excess salts can make water undrinkable, increase the cost of treating water, and harm freshwater fish and wildlife."

So what can we do?

the Izaak Walton League runs a "Salt Watch" program every year that relies on citizen scientists to collect data on chloride levels using their FREE salt watch kit. This helps policymakers and scientists better understand local salinity levels. Check out their website below for more information!

<https://www.iwla.org/water/stream-monitoring/salt-watch>



Keeping Warm in Winter

Plant Central
Rapp Natives

BEAUTIFUL
BENEFICIAL
SUSTAINABLE



Winter is a time for the garden to rest

Our next meeting is
January 18th at 1:30pm

Where: GWRC (406 Princess Anne St,
Fredericksburg, VA 22401)



Connecting the Dots

Environmental Justice Tools and Highlights

WHAT'S A BROWNFIELD?



Brownfields are properties in which redevelopment or reuse is complicated by the presence of hazardous materials, pollution or contaminants.

According to EPA's "Supporting Environmental Justice Through EPA Brownfields and Land Revitalization," low-income and minority population communities are more likely to be impacted by brownfields. To counteract this, EPA encourages applicants to integrate EJ principles (such as affordable housing and food access) into their redevelopment grant proposals.

Demographic Analysis of Communities with EPA-funded Brownfield Properties





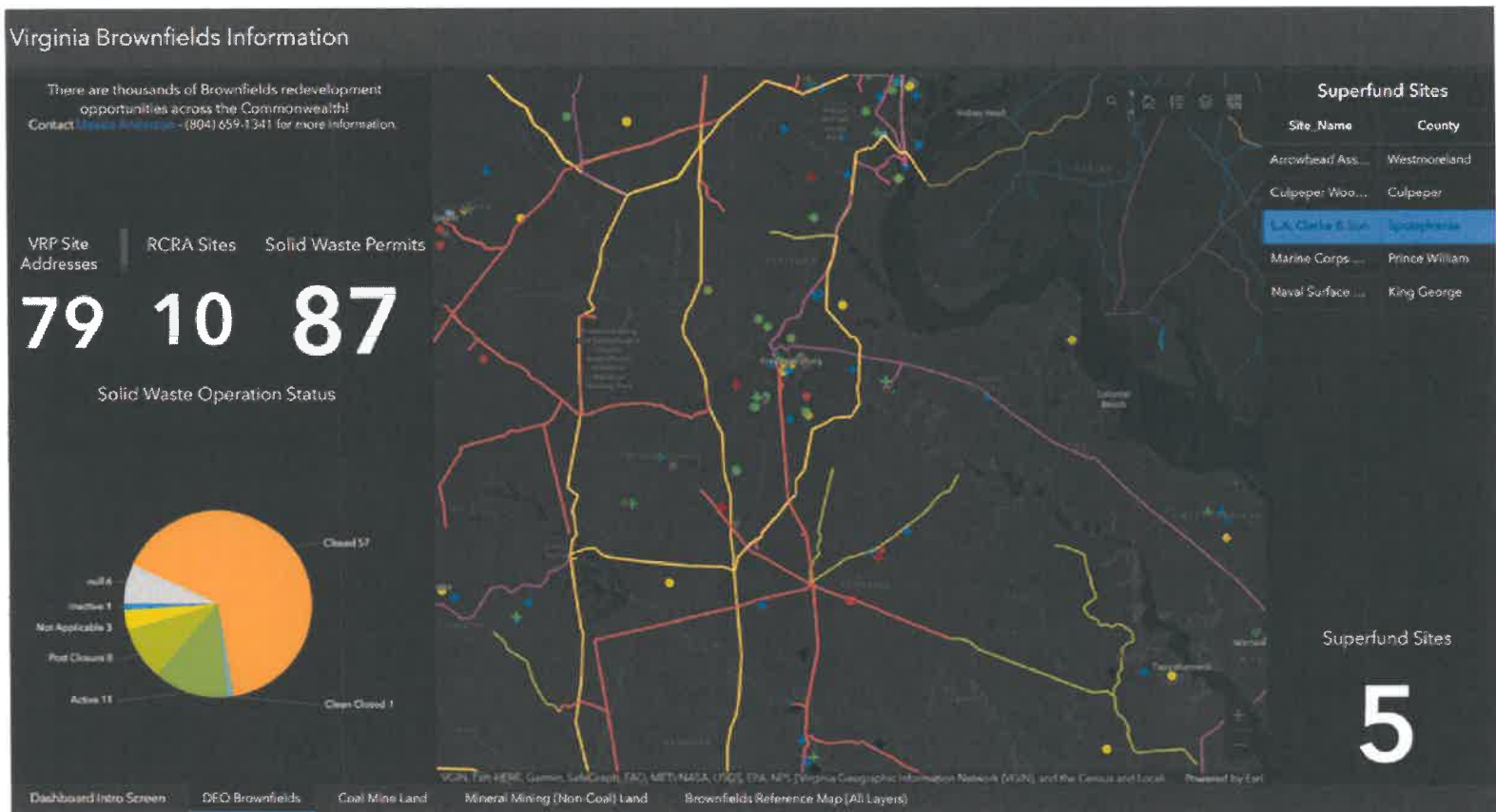
	Census Block Groups with EPA-funded Brownfield Properties (2019)*	Census Block Groups Nationwide (2019)*
 Poverty Rate Percentage	21.7%	14.9%
 Minority Population Percentage	41.0%	38.2%
 Vacant Residential Unit Percentage	15.2%	11.7%
 Per Capita Income	\$26,642	\$38,712

Table 1: EPA grants are awarded to communities with higher poverty rates, minority populations, and vacancies and lower incomes than the national average.

*Data is based on Brownfield sites reported on in EPA's ACRES database as of FY21 and population data from the 2019 American Community Survey

In Virginia, DEQ hosts the Brownfield Dashboard which shows only 2 superfund sites in our region.



Check out more about these sites at:

<https://vadeq.maps.arcgis.com/apps/dashboards/c64d99e227ff42d895d7d5b7d63bd437>

FROM OUR PARTNERS



**Rappahannock
River Roundtable**
Blue Ridge to the Bay

The Rappahannock River Roundtable is hoping to bring the Chesapeake Bay Landscape Professional (CBLP) CREWS training to the greater Fredericksburg area in Spring 2024! This is an excellent opportunity for buildings, grounds, and maintenance crews to receive training on proper management and maintenance of stormwater BMPs, native plants, management of invasive species, and more.

**If you are interested in this training, please
fill out the form linked below!**

<https://app.smartsheet.com/b/form/c46771a64963448b94cdb2e01eb6639f>



**Wetlands Watch is seeking a full-time
Policy Program Manager or Director**

This person should be prepared to help promote nature-driven climate adaptation strategies statewide and beyond. We seek an experienced and creative environmental policy professional to work on a range of issues associated with developing, influencing, and implementing policy responses to the impacts of climate change, specifically sea level rise, recurrent flooding, and increased rainfall intensity. Specifically, this position will support our efforts to protect Virginia's wetlands laws and the no-net wetlands loss policy, in the wake of the recent US Supreme Court decision in Sackett v. EPA.

<https://wetlandswatch.org/work-with-us>

NOW HIRING: Green Infrastructure Specialist

FOR is seeking to hire a green infrastructure specialist to coordinate our stormwater management and green infrastructure work in the Rappahannock River Watershed. This position will work closely with regional soil and water conservation districts to implement the Virginia Conservation Assistance Program (VCAP), support local governments, MS4 permittees, and planning districts with the development and implementation of stormwater solutions, and work with HOAs and other community groups to address stormwater management concerns throughout the region.

<https://riverfriends.org/green-infrastructure-specialist/>

Interested applicants should submit a resume, cover letter, and two references via email to bryan.hofmann@riverfriends.org with "Green Infrastructure Specialist" in the subject line



Grant Funding



SPOTLIGHT ON Virginia Conservation Assistance Program (VCAP)

The **Virginia Conservation Assistance Program (VCAP)** is an urban cost-share program that provides financial incentives and technical assistance to property owners installing eligible Best Management Practices (BMPs) from Virginia's Soil and Water Conservation Districts (SWCDs).

<https://vaswcd.org/vcap/>

Eligible Practices...

Most practices are eligible for 80% cost-share and some practices provide a flat incentive payment up to the installation cost.



Conservation Landscaping



Dry Well



Constructed Wetlands



Impermeable Surface
Removal



Infiltration



Green Roof



Permeable Pavement



Bioretention



Rainwater
Harvesting



Vegetated Conveyance
System



Living Shoreline

VCAP PROCESS



CONNECT

Reach out to local SWCD to discuss interest and eligibility.

1

SITE ASSESSMENT

SWCD staff will visit the property to determine which practice is the best fit.

2

DESIGN PLAN

Create a design plan that includes details on materials, installation, function, and maintenance.

3

APPLICATION REVIEW

Application is reviewed by the SWCD Board and the VCAP Steering Committee for approval.

4

INSTALLATION

Installation must begin within 90 days of approval and completed by June 1st of the following year.

5

PAYMENT

SWCD staff will verify the practice was installed and a check will be written for the approval reimbursement amount.

6

MAINTENANCE

All practices are required to be maintained for 10 years.

7



Chesapeake Innovative Nutrient and Sediment Reduction (INSR) Grants OPEN

NFWF is soliciting proposals under the Innovative Nutrient and Sediment Reduction (INSR) Grants program to accelerate the rate and scale of water quality improvements through the voluntary implementation of best management practices that cost-effectively reduce nutrient and sediment pollution to local rivers and streams and the Chesapeake Bay

Proposals Due: February 21, 2024

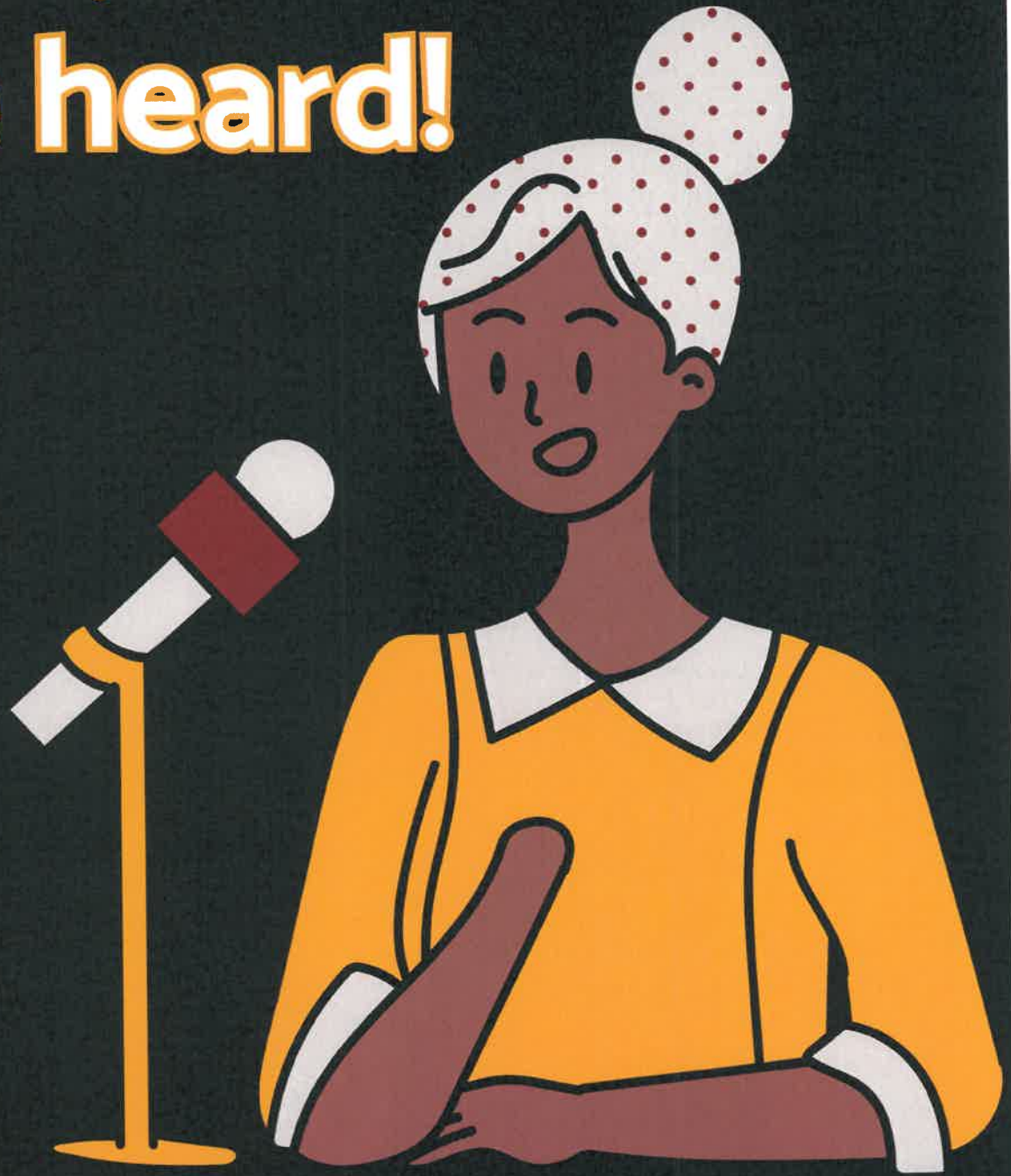
REQUIRED NFWF Consultation by: January 24, 2024

Optional Applicant Webinar: January 8th @ 2pm

<https://www.nfwf.org/programs/chesapeake-bay-stewardship-fund/innovative-nutrient-and-sediment-reduction-grants-0/chesapeake-bay-innovative-nutrient-and-sediment-reduction-grants-2024-request-proposals>



Make your voice heard!



Opportunity for Public Comment at
Virginia Regulatory Townhall:
<https://townhall.virginia.gov/>

DEQ has received a **Climate Pollution Reduction Grant (CPRG)** for climate action planning from the U.S. Environmental Protection Agency (EPA).

The Priority Climate Action Plan (PCAP) will seek to identify innovative and high impact projects to **reduce GHG and other air pollutant emissions** in the near-term. The plan will be based on the most recent statewide GHG inventory and on public input, including input from low-income and disadvantaged communities. The PCAP must be developed and submitted to EPA by March 1, 2024.

DEQ is interested in hearing about your projects and priorities for this plan. **Submit your comments to CPRG@DEQ.Virginia.gov**



Virginia's 2024 **Water Quality Assessment Guidance Manual** contains the assessment procedures and methods to be used for the development of Virginia's Integrated Report.



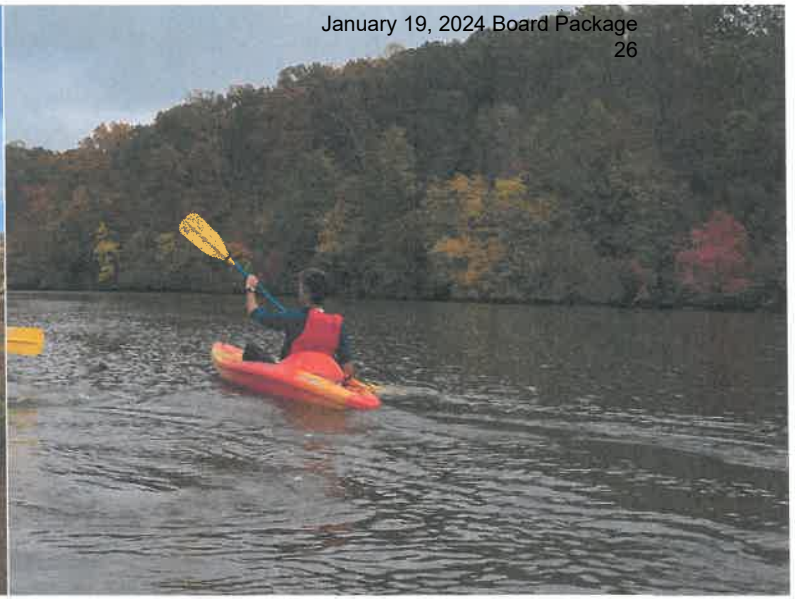
[https://townhall.virginia.gov//GDocForum.cfm
?GDocForumID=2225](https://townhall.virginia.gov//GDocForum.cfm?GDocForumID=2225)



Virginia's draft **Chesapeake Bay 2024-2025 Milestones** are available for public comment until **Dec. 19**. The draft milestones can be found on DEQ's Chesapeake Bay Nutrient and Sediment Reduction Milestones webpage.

<https://www.deq.virginia.gov/our-programs/water/chesapeake-bay/chesapeake-bay-nutrient-sediment-reduction-milestones>

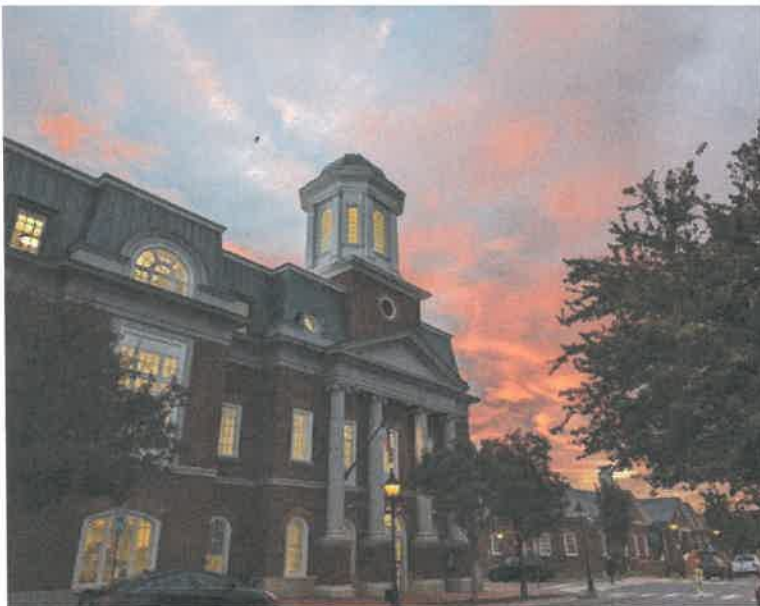




GEORGE WASHINGTON

REGIONAL COMMISSION

Environmental Services January 2024



Dear Environmental Stakeholder,

Happy New Year! 🥳 As we walk into 2024, our resolutions include starting new habits like (**pollution**) diets and **working out (*our septic issues*)**! In all seriousness, we want to take a moment to look back at our accomplishments from 2023:

- We were awarded over **half a million dollars** to fund our new Septic Relief Program (stay tuned for more details!)
- We worked with partners to **plant trees** and **clean up trash**
- We published the 2023 Hazard Mitigation Plan
- We started this monthly newsletter to share resources and news

In 2024, we are looking forward to:

- GWRC's **Green Infrastructure Charette**
- More research on Urban Heat Island and Septic
- Launching the **Septic Relief Program** to help residents repair/replace their septic systems

This year and every year, we will continue to serve the localities and residents of PD16!

Best,

Meredith Keppel (she/her),

Environmental Planner II

meredith.keppel@gwregion.org

Making a Splash!

Water Quality Spotlight



New Year, Same Chesapeake Bay

Although the calendar has flipped to a new year, the Chesapeake Bay is the same 6-state watershed with more than 18 million residents. This means that the health of the Bay is inextricably linked to the health of our region! Since 1987, the Chesapeake Bay has been on a [pollution diet](#) to reduce the **nitrogen, sediment, and phosphorus** in the watershed. The roadmap to achieving these reductions is laid out in the Watershed Implementation Plans (WIPs) which are overseen by the Chesapeake Executive Council and staffed by the Chesapeake Bay Program. Unfortunately, according to Chesapeake Bay Programs, we are off-course to meet our 2025 goals.

Let's Dive Deeper:

“As of 2022, the best management practices (BMPs) in place to reduce pollution are estimated to achieve **51% of the nitrogen reductions, 60% of the phosphorus reductions and 100% of the sediment reductions**

needed to attain applicable water quality standards when compared to the 2009 loads. According to the Chesapeake Assessment Scenario Tool (CAST), BMPs (pollution controls) put in place in the Chesapeake Bay watershed between 2009 and 2022 are estimated to lower nitrogen loads 14%, phosphorus loads 13% and sediment loads 5%, compared to 2009. As modeled based on the implementation of BMPs, the **sediment load reductions have met the established target, nitrogen loads have decreased, and phosphorus loads have increased from 2021 to 2022.**”

Although this 2022 Chesapeake Progress assessment determined that we are off-track for meeting the 2025 Chesapeake Bay goals, each jurisdiction has laid out specific plans for how they will achieve the 2025 outcomes in their individual WIPs. The next assessment is scheduled for August 2024 which may show a demonstrable improvement in efforts to clean the Bay.

The Chesapeake Bay Watershed



Keeping Warm in Winter



Plant Central
Rapp Natives

BEAUTIFUL
BENEFICIAL
SUSTAINABLE



Winter is a time for the garden to rest

**Our next meeting is
January 18th at 1:30pm**

Where: GWRC (406 Princess Anne St,
Fredericksburg, VA 22401)



Connecting the Dots

Environmental Justice Tools and Highlights



WHAT'S THE OUTLOOK?

MARISA (or the Mid-Atlantic Regional Integrated Sciences and Assessments) is a regional collaborative of research institutes funded by the National Oceanic and Atmospheric Administration (NOAA). Their Community Climate Outlook factsheets number hazards and vulnerabilities observed by modelling.

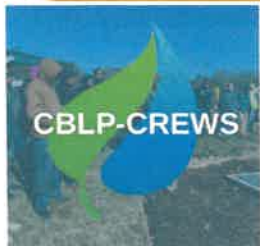
The trends observed between jurisdictions in Planning District 16 (PD16) mimic what was highlighted in our most recent **Hazard Mitigation Plan**. MARISA documented a vulnerability to **storm surge, heat waves, and flooding** as projections put Virginia with 1-6 ft of sea level rise over the next 50 years. Localities in our region may:

- see **7-9 days** on average per year with dangerous levels of heat (**over 95°F**)
- Rainfall levels are expected to increase by **2-3 inches** on average which can cause septic failure, road closures, and flash flooding



The Virginia Institute of Marine Science (VIMS), however, has case studies and resources in their ADAPTVA portal of how frontline communities are becoming more resilient and addressing these vulnerabilities.

FROM OUR PARTNERS



**Rappahannock
River Roundtable**
Blue Ridge to the Bay

The Rappahannock River Roundtable is hoping to bring the Chesapeake Bay Landscape Professional (CBLP) CREWS training to the greater Fredericksburg area in Spring 2024! This is an excellent opportunity for buildings, grounds, and maintenance crews to receive training on proper management and maintenance of stormwater BMPs, native plants, management of invasive species, and more.

**If you are interested in this training, please
fill out the form linked below BEFORE JAN 5!**

<https://app.smartsheet.com/b/form/c46771a64963448b94cdb2e01eb6639f>



**Wetlands Watch is seeking a full-time
Policy Program Manager or Director**

This person should be prepared to help promote nature-driven climate adaptation strategies statewide and beyond. We seek an experienced and creative environmental policy professional to work on a range of issues associated with developing, influencing, and implementing policy responses to the impacts of climate change, specifically sea level rise, recurrent flooding, and increased rainfall intensity. Specifically, this position will support our efforts to protect Virginia's wetlands laws and the no-net wetlands loss policy, in the wake of the recent US Supreme Court decision in Sackett v. EPA.

<https://wetlandswatch.org/work-with-us>

NOW HIRING: Green Infrastructure Specialist

FOR is seeking to hire a green infrastructure specialist to coordinate our stormwater management and green infrastructure work in the Rappahannock River Watershed. This position will work closely with regional soil and water conservation districts to implement the Virginia Conservation Assistance Program (VCAP), support local governments, MS4 permittees, and planning districts with the development and implementation of stormwater solutions, and work with HOAs and other community groups to address stormwater management concerns throughout the region.

<https://riverfriends.org/green-infrastructure-specialist/>

Interested applicants should submit a resume, cover letter, and two references via email to bryan.hofmann@riverfriends.org with "Green Infrastructure Specialist" in the subject line



Grant Funding



NFWF

Chesapeake Innovative Nutrient and Sediment Reduction (INSR) Grants OPEN

NFWF is soliciting proposals under the Innovative Nutrient and Sediment Reduction (INSR) Grants program to accelerate the rate and scale of water quality improvements through the voluntary implementation of best management practices that cost-effectively reduce nutrient and sediment pollution to local rivers and streams and the Chesapeake Bay

Proposals Due: February 21, 2024

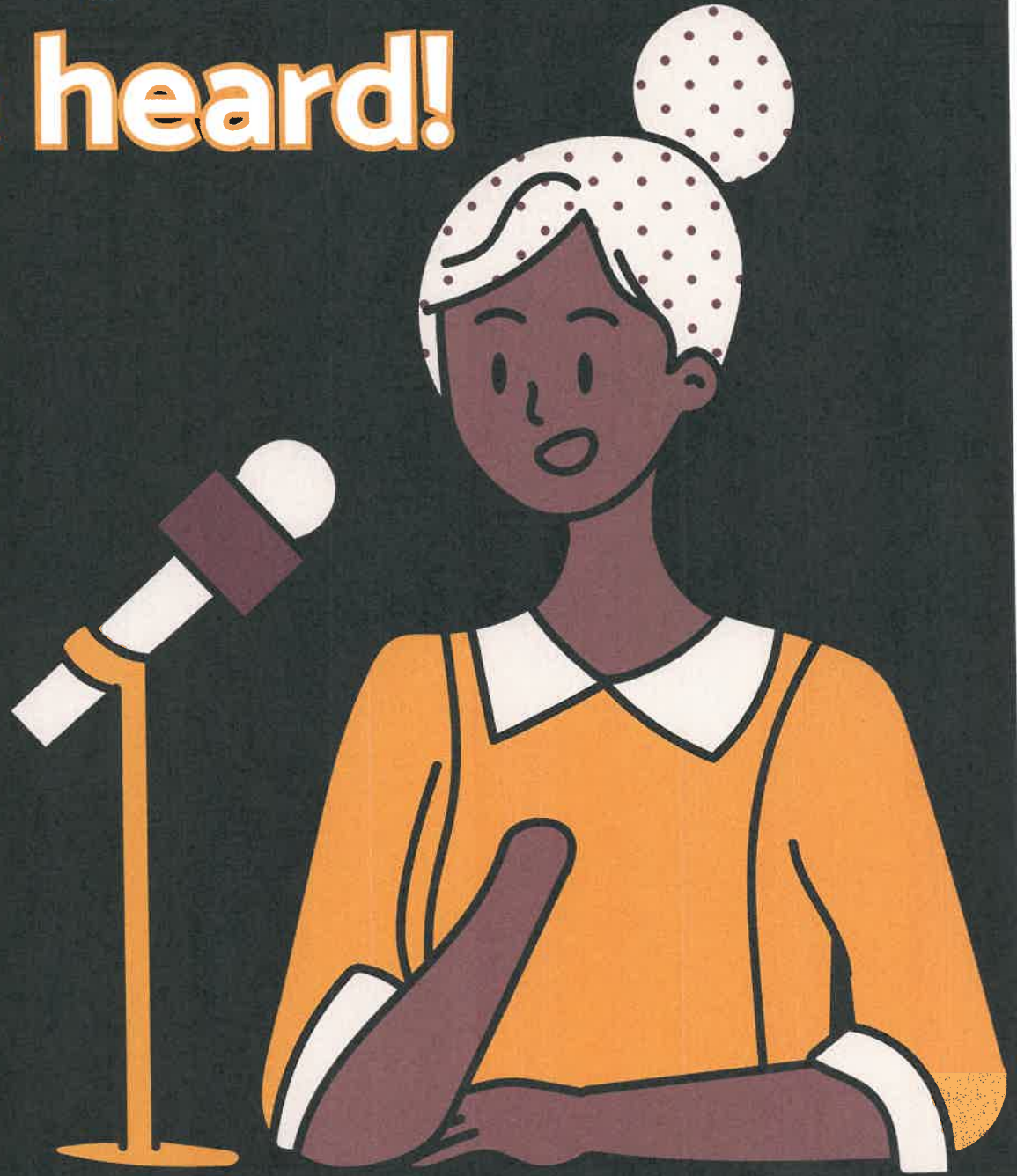
REQUIRED NFWF Consultation by: January 24, 2024

Optional Applicant Webinar: January 8th @ 2pm

<https://www.nfwf.org/programs/chesapeake-bay-stewardship-fund/innovative-nutrient-and-sediment-reduction-grants-0/chesapeake-bay-innovative-nutrient-and-sediment-reduction-grants-2024-request-proposals>



Make your voice heard!



Opportunity for Public Comment at
Virginia Regulatory Townhall:
<https://townhall.virginia.gov/>



TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

November 17, 2023

Minutes

Meeting Location:

Fredericksburg Presbyterian Church – Meeting Hall
810 Princess Anne Street, Fredericksburg, VA 22401

PARTICIPANTS:

- a) Directors: Jeff Adams, Janet Gayle Harris (*Treasurer*), John Howe (*Vice Chair*), Charles “Chuck” Koch, , Wayne Miller (*Secretary*), Kayleigh Mize and Ray Simms
- b) Staff: Courtney Coleman (*Conservation Specialist*), Renee Davis (*Operations Manager*), Madison Morgan (*Education & Outreach Coordinator*)
- c) Partners: Brian Wooden (USDA/NRCS), Marissa Roland (DCR), Stuart Baker (VDOF), Heather Strother (FOR)
- d) Directors Absent: Jan Massey (*Chair*)

- 1) **Call to Order:** At 9:01 a.m. by John Howe (*Vice Chair*)
- 2) **Invocation / Pledge of Allegiance:** Wayne Miller provided the invocation and Jeff Adams lead the Pledge of Allegiance.
- 3) **Introduce / Welcome Guests:** None
- 4) **Additions to Agenda / Public Comments:** *From John Howe:* Approve the purchase of an iPad or computer and a printer for Directors; Approve the Administrative Professional job description; Approve to appoint John Howe to approve and sign any tax credit documents for the calendar year 2023.
- 5) **Cooperating Agency Reports:**
 - Brian Wooden, *USDA-Natural Resources Conservation Service (NRCS)*- Brian noted that his report in in the Board package. They have entered a new fiscal year and have 13- EQUIP and 5- CSP applications in 3 counties. They will be ranking soon. Ray Simms asked if there are any draught programs available. Brian explained that the state must first designate the state in a drought emergency before programs would be available.
 - Marissa Roland, Department of Conservation and Recreation (DCR) – Marissa reviewed her written report that was in the Board package. She noted that on December 4, 2023, we will have certified election results.
 - Kayleigh Mize, *Virginia Cooperative Extension (VCE)* - Kayleigh reviewed her written report that was in the Board package. She noted that there will be CattleWise events with equipment and livestock focus at Graves Mountain Lodge on December 15th & 16th, 2023. Kayleigh is also hoping to get a homesteading program started in the upcoming year.
 - Stuart Baker, Virginia Department of Forestry (VDOF) – Stuart noted that wildfires in Madison County have been challenging. The 4000 acres burning have been mostly contained. Equipment have sparked many fires over the past 3 weeks, He cautioned that everyone should keep a fire extinguisher on each piece of equipment. Do not burn leaves now while the state is under these dry conditions.
 - Heather Strother, Friends of the Rappahannock (FOR)- Heather handed out a VCAP report and noted that she shared tips with a homeowner in Spotsylvania County for conservation landscaping. She also



TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

November 17, 2023

Minutes

worked on an outreach event with Meredith Keppel, George Washington Regional Commission, on the Fredericksburg First Friday events.

- 6) **Approve Board Meeting Minutes from October 20, 2023:** Janet Gayle Harris moved, and Wayne Miller seconded a motion to approve the October 20, 2023, minutes as printed. The motion passed by voice vote. Motion # **1**
- 7) **Approve the Technical Review Committee (TRC) Minutes from October 20, 2023:** Wayne Miller moved, and Kayleigh Mize seconded a motion to approve the TRC minutes as printed for October 20, 2023. The motion passed by voice vote. Motion# **2**
- 8) **Approve the Personnel Committee Meeting Minutes from November 1, 2023:** Charles “Chuck” Koch moved, and Kayleigh Mize seconded a motion to approve the Personnel Committee Meeting Minutes from November 1, 2023, as printed. The motion passed by voice vote. Motion # **3**
- 9) **Approve the Operations Committee Meeting Minutes from November 1, 2023:** Kayleigh Mize moved, and Ray Simms seconded a motion to approve the Operations Committee Meeting Minutes from November 1, 2023, as printed. The motion passed by voice vote. Motion #**4**
- 10) **Approval of Treasurer’s Financial Report for October 31, 2023 & file for future audit:** Ray Simms moved, and Kayleigh Mize seconded a motion that the Board approve the October 31, 2023, finance report and file it for future audit. The motion passed by voice vote. Motion # **5**

11) Action Items

- a) **Technical Review Committee (TRC) Report:** November 17, 2023

- i. **New Cost Share Applications- PY24**

VACS Program

Contract Number	Practice	Total Cost
17-24-0042	SL-8H	\$1,125.60
17-24-0043	SL-10	\$6,757.50

Charles “Chuck” Koch moved, and Wayne Miller seconded a motion to approve the new Cost Share Applications for PY 24. The motion passed by voice vote. Motion # **6**.

- b) **Approve the sale of the 2013 Ford F150 truck to the highest bidder:** Jeff Adams moved, and Janet Gayle Harris seconded a motion to approve the sale of the 2013 Ford F150 truck to the highest bidder. The motion passed by voice vote. Motion # **7**
 - c) **Approve to cancel the December 15, 2023, Board Meeting:** Ray Simms moved, and Janet Gayle Harris seconded a motion to cancel the December 15, 2023, Board Meeting. The motion passed by voice vote. Motion # **8**



TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

November 17, 2023

Minutes

- d) **Approve to pay for spouse/partner meals at the Annual Meeting for FY2024:** Janet Gayle Harris moved, and Ray Simms seconded that the Board pay for spouse/partner meals at the Annual Meeting for FY2024. The Motion passed by voice vote. Motion # 9
- e) **Approve the VCAP Memorandum of Understanding (MOU) with the Friends of the Rappahannock for a 2-year period beginning December 1, 2023, and ending November 30, 2025:** Wayne Miller moved, and Charles "Chuck" Koch seconded that the Board approve the VCAP Memorandum of Understanding (MOU) with the Friends of the Rappahannock for a 2-year period beginning December 1, 2023, and ending November 30, 2025, The Motion passed by voice vote. Motion # 10
- f) **Approve the Tri County City SWCD Board of Officers for the 2024 Calendar Year as reported by committee chair, Janet Gayle Harris. Chair: Jan Massey, Vice-Chair: John Howe, Secretary: Wayne Miller, Treasurer: Janet Gayle Harris, Parliamentarian: Ray Simms, FOIA & Records Retention Officer: Renee Davis:** Having no further nominations from the floor, Janet Gayle Harris moved, and Kayleigh Mize seconded that the Board approve the listed officers as presented for the 2024 calendar year. The motion passed by voice vote. Motion # 11
- g) **Approve the purchase of an iPad or computer and a printer for Directors:** This was sent to the Operations Committee for further review.
- h) **Approve the Administrative Professional Job Description as approved by the Personnel Committee:** Janet Gayle Harris moved, and Ray Simms seconded that the Board approve the Administrative Professional job description as amended by striking the duplication of the *VASWCD training* from the recommend training list on page 4. The Motion passed by voice vote. Motion # 12
- i) **Approve to appoint John Howe or Ray Simms to approve and sign any tax credit documents for the calendar year 2023:** Ray Simms moved, and Wayne Miller seconded that the Board approve to appoint John Howe or Ray Simms to approve and sign any tax credit documents for the calendar year 2023. The motion passed by voice vote. Motion # 13

12) Review / Updates

- a) **Monthly review of FY 2024 Annual Plan of Work:** The Board reviewed the work planned on the FY 2024 Annual Plan of Work for November and December 2023.
- b) **80th Anniversary & Outreach Event:** Renee Davis read an email from Jan Massey who is concerned about attendance for an 80th Anniversary event. The consensus of the Board was to refer the event back to the committee for further discussion.
- c) **Update on the Area III Envirothon Event for April 16, 2024:** The contract with Germanna Community College has been signed by Madison Morgan.
- d) **Update on the Potomac Watershed Roundtable Meeting for July 2024:** The committee is searching for a venue and speaker.
- e) **Your suggestion to add a COIA breakout training session has been well received.** Currently there are 74 signed up to attend at the Annual Meeting.
- f) **Election News Update:** Certified official results will be posted on December 4, 2023.
- g) **Watch for Annual Meeting last minute email updates.**



TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

November 17, 2023

Minutes

13) Closed Session: Yes

To review staff evaluations and the Conservation Specialist position.

- Wayne Miller moved, and Janet Gayle Harris seconded that the Board enter closed session to review staff evaluations and the Conservation Specialist position per Code of Virginia Freedom of Information Act Section 2.2-3711(A). Marissa Roland was invited to join the closed session. The Motion passed by voice vote. Motion # 14
- Charles “Chuck” Koch moved, and Janet Gayle Harris seconded to certify that during the closed session, pursuant to the Code of Virginia Freedom of Information act Section 2.2-3712(D), to the best of each members knowledge only matters lawfully exempt as identified in the previous motion were heard and discussed. The Motion passed by voice vote. Motion # 15
- Janet Gayle Harris moved, and Charles “Chuck” Koch seconded that the Board should implement the decisions made regarding personnel matters, specifically regarding staff evaluations and the Conservation Specialist position. The Motion passed by voice vote. Motion # 16

Motion to extend the meeting past 11:00 a.m. Kayleigh Mize moved, and Wayne Miller seconded that the Board extend the meeting past 11:00 a.m. The motion passed by voice vote. Motion # 17

14) Schedule Committee Meetings:

- a) 80th Anniversary & Outreach Ad Hoc Committee: Schedule for January 2024
- b) Budget & Finance & Operations joint Committees: None at this time.
- c) Community Conservation: *The committee needs an alternate representative.*
- d) Education Committee: Schedule for January 2024
- e) Legislative & Government Committees: None at this time.
- f) Operations: None at this time.
- g) Personnel Committee: January 3, 2024 (Rescheduled to January 10, 2024)
- h) Technical Review Committee: January 19, 2024, 8:30 a.m.

15) District Reports:

- a) Directors and Associate Directors:
 - Janet Gayle Harris and Kayleigh Mize attended the Cattlemen meeting. They are working to set up a farm transition program.
 - Charles “Chuck” Koch noted he attended the Rappahannock River Symposium on October 25th, 2023. Chuck introduced the keynote speaker, and they learned about solar farm innovations, the use of drone technology and the concerns with aging septic tanks. Attendees went on 2 site visits to see permeable paver projects in the city of Fredericksburg and to St. Clair Brooks Park to see a stream restoration.
 - Wayne Miller wished everyone a Happy Thanksgiving and suggested that the Personnel Committee send resumes of all new hires to Directors.



TRI-COUNTY CITY SOIL & WATER CONSERVATION DISTRICT

Board of Directors Monthly Meeting

November 17, 2023

Minutes

- Ray Simms noted that on December 11, 2023, the Farm Bureau will be sponsoring an event in Culpeper that is a widely attended event. This is an opportunity to promote Agricultural BMPs to legislators.

b) Conservation Staff:

- Courtney Coleman noted that her staff report was in the Board package and to let her know if anyone has any questions.

c) Education & Outreach Coordinator:

Madison Morgan noted that her staff report was in the Board package and to let her know if anyone has any questions. Madison has been writing and delivering letters to 1247 teachers in our District to introduce herself and programs. She noted that the meeting with the Designer went well, and that King George wants to make a pollinator pasture. Madison went on a VCAP site visit where an invasive tree needs to be cut down. She worked the tree planting and applied for the Envirothon grant.

d) Operations Manager:

Renee Davis noted that her staff report was in the Board package and to let her know if anyone has any questions. The staff met with Barbara McGarry to learn more about Resource Management Programs (RMPs).

16) Information / Announcements:

- a) Next Board meeting is January 19, 2024, at 9:00 a.m.
- b) COIA training will be due by December 31, 2023, for locally elected Directors and staff.

17) Policies & Other Items Adopted/ Approved/Revoked:

- a) Approved the sale of the 2013 truck
- b) Approved to cancel the December 15, 2023 Board Meeting
- c) Approved to pay for spouse/partner meals at the Annual Meeting
- d) Approved the MOU with Friends of the Rappahannock for 2 years
- e) Approved the Board officers for the 2024 calendar year
- f) Approved the amended Administrative Professional job description
- g) Approved to give authority to John Howe or Ray Simms to sign tax credit documents

- 18) Chair's Comments:** John Howe thanked everyone for coming and Ray Simms thanked Jeff Adams for his service to the Board and communities in the District.

19) The meeting was adjourned at 11:17 a.m.

This confirms that the Meeting Minutes were Board approved:

Wayne Miller, Secretary

Date



Tri-County/City Soil & Water Conservation District

4811 Carr Drive, Fredericksburg, Virginia 22408

(540) 656-2401 // (540) 656-2402

tccswcd.org

Agricultural Technical Review Committee Monthly Meeting

November 17, 2023 – 8:30 AM

810 Princess Anne St., Fredericksburg, VA 22401

Meeting Minutes

1. Call to Order: 8:35 AM by Wayne Miller

Venue: Fredericksburg Presbyterian Church, 810 Princess Anne St., Fredericksburg, VA 22401

Participants

Committee: Wayne Miller (Chair), Janet Harris, Jan Massey, Kayleigh Mize

Staff: Courtney Coleman (Conservation Specialist), Renee Davis (Operations Manager), Madison Morgan (Education & Outreach Coordinator)

Others: NRCS – Brian Wooden; DCR - Marissa Roland

Committee members absent: Jan Massey

****Approvals made during the regular meeting of the Board of Directors.**

2. Business:

I. New Contract Approvals – PY24

Contract Number	Practice	Total Cost
17-24-0042	SL-8H	\$1,125.60
17-24-0043	SL-10	\$6,757.50

Janet Harris moved, and Kayleigh Mize seconded that the Board approve the new cost-share contracts as presented (above). *[Motion #1 passed by unanimous voice vote.]*

II. Contract Increases – VACS PY24 - NA

III. Additional Discussion - NA

Information/Announcements: The next meeting will be held on Friday January 19, 2023, at 8:30 AM.

Adjournment: 8:35 AM

Practices

CCI-CNT	(Continuous No-Till)
CRWQ-1	(Herbaceous Riparian Buffers)
NM-1A	(Nutrient Management Plan)
NM-3C	(Sidedress application of Nitrogen)
NM-5N	(Precision Nutrient Management - Nitrogen)
NM-5P	(Precision Nutrient Management - Phosphorus)
SL-1	(Long-Term Vegetative Cover on Cropland)
SL-6W	(Wide-Buffer Stream Exclusion)
SL-7	(Extension of Watering System)
SL-8H	(Harvestable Cover Crop)
SL-8B	(Small Grains and Mixed Cover Crop)
SL-10	(Grazing Land Management)



**TRI-COUNTY/CITY SOIL & WATER
CONSERVATION DISTRICT**

4811 Carr Drive ♦ Fredericksburg, Virginia 22408
(540) 656-2401 or (540) 656-2402 ♦ Fax: (540) 656-2403
tccswcd.org

Personnel Committee Meeting

November 15, 2023, 9:00 a.m.

4811 Carr Drive Fredericksburg, VA 22408

Meeting Minutes

- 1) **Call to Order:** 9:00 a.m. by Jan Massey
- 2) **Venue:** Tri County City Soil & Water Conservation District office
4811 Carr Drive Fredericksburg, VA 22408

Participants:

- **Personnel Committee Members:** Janet Gayle Harris, John Howe, Charles “Chuck” Koch, Jan Massey (Chair)
- **Personnel Committee Directors Absent:** None
- **Staff to Review Evaluations:** Courtney Coleman (Conservation Specialist), Renee Davis (Operations Manager), Madison Morgan (Education and Outreach Coordinator)
- **DCR Representative:** None

- **Purpose:** To review evaluations with staff

3) Discussion / Action Items:

- a. The committee met individually with each staff member and went over their evaluations.
- b. The committee reviewed and drafted recommendations for salary increases and mid-year bonus payments to be presented at the November 17, 2023, Board meeting.
- c. The committee recommended that the probationary period be concluded for Courtney Coleman and Madison Morgan and that their employment status be changed to a permanent employee.
- d. The above recommendations will be presented at the November 17, 2023, Board meeting.

4) Future Meetings:

- a. None

5) Adjournment: 11:10 a.m.

Respectfully Submitted

Jan Massey, Chair

Date



TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT

4811 Carr Drive • Fredericksburg, Virginia 22408
(540) 656-2401 or (540) 656-2402 • Fax: (540) 656-2403
tccswcd.org

Operations Committee Meeting

November 15, 2023, 4:00 p.m.

4811 Carr Drive, Fredericksburg, VA 22408

Meeting Minutes

1. **Call to Order:** 4:04 p.m. By Jeff Adams (Chair)
2. **Venue:** Tri County City Soil & Water Conservation District office
4811 Carr Drive Fredericksburg, VA 22408

Participants:

- **Operations Committee Directors:** Jeff Adams (Chair), Charles “Chuck” Koch
- **Operations Committee Directors Absent:** Janet Gayle Harris
- **DCR Representative:** None
- **Staff:** None

Purpose: To review submitted bid for the sale of the 2013 Ford F-150 pickup truck.

3. **Discussion / Action Items:**

- a. Stipulations of the bidding process were reviewed as outlined below. The minimum bid being \$8,750.00.
- b. The mailbox was checked at 4:04 p.m.
- c. The first bid from Jordan Pulley was \$12,501.00
- d. The second bid was from Renee Davis for \$11,100.00
- e. The bid results will be announced by chair, Jeff Adams, at the Board of Directors monthly meeting on Friday, November 17, 2023.

The post and bid process was as follows:

2013 Ford F-150 Pick-Up Truck

<u>Color:</u>	White
<u>Transmission:</u>	6-Speed automatic, four-wheel drive
<u>Current Mileage:</u>	64,000
<u>Condition:</u>	Good



Sealed Bids will be accepted via **mail only** to the district office:

4811 Carr Drive

Fredericksburg, VA 22408

Bids must be in a sealed envelope and labeled Sealed Bid in the Bottom left-hand side of the envelope.

Bids will be accepted Starting Monday November 6th and conclude Wednesday November 15th at 4:00 P.M. Bidders will be notified on Friday November 17th.

Reserve: A reserve of \$8,750.00 has been placed on the truck. No bids lower than \$8,750.00 will be considered. Inspection of the items may be arranged by appointment only.

Terms: Payment by the winner must be made no later than Friday, November 24th at 4:00 P.M. Bid winner must take possession and remove the items no later than Friday, December 1st at 4:00 P.M. Payment must be made by a certified check -or- cash. **Credit cards will NOT be accepted as a form of payment.**

If you have any questions, you may reach out to the Tri County City Soil and Water Conservation District by telephone at (540) 656-2401. Or by e-mail at tricountycity@tccswcd.org.

4. Future Meetings: None

5. Adjournment: 4:07 p.m.

Tri County City Soil & Water Conservation District
Operations Committee Chair, Jeff Adams

Date



**TRI-COUNTY/CITY SOIL & WATER
CONSERVATION DISTRICT**

4811 Carr Drive • Fredericksburg, Virginia 22408
(540) 656-2401 or (540) 656-2402 • Fax: (540) 656-2403
tccswcd.org

Personnel Committee Meeting

January 10, 2024, 9:00 a.m.

4811 Carr Drive Fredericksburg, VA 22408

Meeting Minutes

- 1) **Call to Order:** 9:22 a.m. by Jan Massey
- 2) **Venue:** Tri County City Soil & Water Conservation District office
4811 Carr Drive Fredericksburg, VA 22408

Participants:

- **Personnel Committee Directors:** Janet Gayle Harris, John Howe, Jan Massey (Chair)
- **Personnel Committee Directors Absent:** Charles “Chuck” Koch
- **Staff:** Renee Davis (Operations Manager), Madison Morgan (Education and Outreach Coordinator), Jerry Rauch (Conservation Specialist)
- **DCR Representative:** None
- **Purpose:** To review applications for the Administrative Professional job position.

3) Discussion / Action Items:

- a. The committee reviewed applicants for the Administrative Professional job position and selected applicants to interview next Wednesday, January 17, 2024.

4) Future Meetings:

- a. Wednesday, January 17, 2024

5) Adjournment: 9:55 a.m.

Respectfully Submitted

Jan Massey, Chair

Date

TREASURER'S FINANCIAL REPORT

November 2023

Prepared by: *Renee Davis*

Approved by Treasurer: *Janet Gayle Harris*

Renee B. Davis

Date

2:07 PM
01/11/24
Cash Basis

Tri - County / City Soil & Water Conservation District

Balance Sheet
As of November 30, 2023

	<u>Nov 30, 23</u>
ASSETS	
<u>Current Assets</u>	
<u>Checking/Savings</u>	
<u>Cost Share Checking - 0016</u>	<u>1,050,518.78</u>
<u>Cost Share MM - 6347</u>	<u>52,838.39</u>
<u>Operations Checking - 8191</u>	<u>476,723.47</u>
<u>Operations MM - 6355</u>	<u>283,196.21</u>
<u>Total Checking/Savings</u>	<u>1,863,276.85</u>
<u>Total Current Assets</u>	<u>1,863,276.85</u>
<u>TOTAL ASSETS</u>	<u>1,863,276.85</u>
LIABILITIES & EQUITY	
<u>Liabilities</u>	
<u>Current Liabilities</u>	
<u>Credit Cards</u>	
<u>VISA Card * 6605 Coleman</u>	<u>224.90</u>
<u>VISA Card *1870 Davis</u>	<u>217.53</u>
<u>VISA Card *5774 Morgan</u>	<u>438.63</u>
<u>Total Credit Cards</u>	<u>881.06</u>
<u>Other Current Liabilities</u>	
<u>Sales Tax Payable</u>	<u>13.53</u>
<u>Total Other Current Liabilities</u>	<u>13.53</u>
<u>Total Current Liabilities</u>	<u>894.59</u>
<u>Total Liabilities</u>	<u>894.59</u>
<u>Equity</u>	
<u>Dedicated & Emergency Funds</u>	<u>715,060.75</u>
<u>Retained Earnings</u>	<u>683,586.77</u>
<u>Net Income</u>	<u>463,734.74</u>
<u>Total Equity</u>	<u>1,862,382.26</u>
<u>TOTAL LIABILITIES & EQUITY</u>	<u>1,863,276.85</u>

1:40 PM
01/11/24
Cash BasisTri - County / City Soil & Water Conservation District
Profit & Loss by Month & Year to Date
November 2023

	Nov 23	Oct 23	Jul - Nov 23
Income			
Dedicated Funds			
Link Scholarship Fund	0.00	0.00	300.00
Total Dedicated Funds	0.00	0.00	300.00
Local/Government Funds			
City of Fredericksburg	0.00	0.00	2,000.00
King George County	13,750.00	0.00	27,500.00
Spotsylvania County	13,750.00	0.00	27,500.00
Stafford County	0.00	10,223.50	20,447.00
Total Local/Government Funds	27,500.00	10,223.50	77,447.00
Other Income	12,501.00	0.00	12,501.00
Self-Generating Funds			
Operations Bank Interest	6.19	6.71	33.33
Rain Barrel Sales	0.00	85.00	170.00
YouthConservationCamp Donations	0.00	0.00	200.00
Total Self-Generating Funds	6.19	91.71	403.33
State Operation Funds - DCR			
Administration & Operations			
Admin & Ops Operational Funds	0.00	0.00	53,245.00
Base T/A	0.00	0.00	32,500.00
VNRFCF Additional TA	0.00	0.00	58,999.20
Total Administration & Operations	0.00	0.00	144,744.20
Cost Share Income			
CB VACS			
FY 23 CB VACS	0.00	0.00	42,103.97
FY 24 CB VACS	0.00	0.00	601,500.00
VACS Interest	9.12	9.55	33.45
Total CB VACS	9.12	9.55	643,637.42
Total Cost Share Income	9.12	9.55	643,637.42
Total State Operation Funds - DCR	9.12	9.55	788,381.62
Transfer Memo	0.00	0.00	0.00
Total Income	40,016.31	10,324.76	879,032.95
Gross Profit	40,016.31	10,324.76	879,032.95
Expense			
Annual Mtg Spouse Meals Reimbur	0.00	50.00	50.00
Automotive			
Gasoline	184.32	241.17	587.30
Repair / Maintenance	0.00	0.00	642.73
Vehicle Insurance (VACCS)	0.00	0.00	1,182.00
Total Automotive	184.32	241.17	2,412.03
Cost Share Expenditures			
CREP			
CREP FY 22	0.00	0.00	1,983.27
CREP Transfer FY20 to FY21	0.00	0.00	32,833.55
Total CREP	0.00	0.00	34,816.82
VACS			
FY 22 CB VACS	0.00	0.00	25,703.30
FY 23 CB VACS	0.00	-4,793.60	48,867.37
FY 24 CB VACS	6,964.70	0.00	6,964.70
Total VACS	6,964.70	-4,793.60	81,535.37
Total Cost Share Expenditures	6,964.70	-4,793.60	116,352.19
Dedicated Funds Expenditures			
Equipment & Storage	0.00	13,781.08	19,800.93
Furniture & Fixtures	0.00	6,975.00	6,975.00
Vehicle Purchase / Replacement	0.00	-45.75	115,568.08

1:40 PM
01/11/24
Cash Basis

Tri - County / City Soil & Water Conservation District
Profit & Loss by Month & Year to Date
November 2023

	Nov 23	Oct 23	Jul - Nov 23
Total Dedicated Funds Expenditures	0.00	20,710.33	142,344.01
Director Expense			
Travel / Training / Meals	196.44	28.00	338.44
Total Director Expense	196.44	28.00	338.44
District Outreach			
Donations & Sponsorships	0.00	0.00	150.00
Outreach Supplies	115.00	0.00	1,203.66
Total District Outreach	115.00	0.00	1,353.66
Education Costs			
Education Materials/Supplies	0.00	0.00	3.98
Envirothon	434.00	0.00	434.00
Other Education Expenditures	0.00	149.99	149.99
Total Education Costs	434.00	149.99	587.97
Membership Fees			
Farm Bureau	40.00	0.00	40.00
NACD	0.00	775.00	775.00
VASWCD & VACDE	0.00	0.00	3,692.00
Total Membership Fees	40.00	775.00	4,507.00
Office Operations			
Equipment Repair & Maintenance	361.53	149.00	1,135.48
Fees	134.99	0.00	209.17
Furniture & Equipment			
Field Equipment	0.00	415.82	415.82
Furniture & Equipment - Other	0.00	1,179.32	1,179.32
Total Furniture & Equipment	0.00	1,595.14	1,595.14
Insurance - Business Owners	2.00	0.00	2.00
Office Cleaning	875.00	0.00	2,400.00
Office Services	15.99	15.99	538.41
Office Supplies / Expense	322.40	552.37	1,817.32
Postage	0.00	31.71	146.28
QuickBooks Software	0.00	550.00	550.00
Rent			
Office Space Rental	2,000.00	2,000.00	10,166.67
Shed Rental	87.00	0.00	231.69
Total Rent	2,087.00	2,000.00	10,398.36
Utilities	1,363.28	885.02	3,565.82
Total Office Operations	5,162.19	5,779.23	22,357.98
Payroll Expenses			
Disability (Short/Long Term)	71.46	96.62	457.94
Group Life Insurance (VRS)	181.35	245.22	1,162.23
Health Insurance	3,760.00	2,820.00	18,731.00
QBs Payroll Fees	24.00	20.00	104.00
Retirement (VRS)			
IMARC-RC VRS Liability	135.34	183.00	867.34
Retirement (VRS) - Other	471.00	622.11	2,959.44
Total Retirement (VRS)	606.34	805.11	3,826.78
Salary Wages	16,533.34	18,300.00	89,733.34
Social Security and Medicare	1,264.80	1,399.95	6,864.60
VA Employment Commission	0.00	0.00	5.20
Workmen's Comp Insurance	0.00	0.00	-96.00
Total Payroll Expenses	22,441.29	23,686.90	120,789.09
Staff Travel & Training			
Annual Meeting Registration	0.00	2,317.00	2,317.00
Conservation Specialist	50.00	0.00	862.28
District Manager	0.00	0.00	72.95
Education Coordinator	25.00	0.00	491.14
Operations Manager	25.00	0.00	406.14

1:40 PM

01/11/24

Cash Basis

Tri - County / City Soil & Water Conservation District
Profit & Loss by Month & Year to Date

November 2023

	Nov 23	Oct 23	Jul - Nov 23
Staff Mileage Personal Vehicle	0.00	0.00	56.33
Total Staff Travel & Training	100.00	2,317.00	4,205.84
VCAP			
VCAP Cost Share	0.00	0.00	0.00
VCAP TA	0.00	0.00	0.00
Total VCAP	0.00	0.00	0.00
Total Expense	35,637.94	48,944.02	415,298.21
Net Income	4,378.37	-38,619.26	463,734.74

1:45 PM
01/11/24
Cash BasisTri - County / City Soil & Water Conservation District
Profit & Loss Budget vs. Actual
July through November 2023

	<u>Jul - Nov 23</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
<u>Dedicated Funds</u>			
Link Scholarship Fund	<u>300.00</u>	<u>0.00</u>	<u>100.0%</u>
Total Dedicated Funds	<u>300.00</u>	<u>0.00</u>	<u>100.0%</u>
<u>Local/Government Funds</u>			
City of Fredericksburg	<u>2,000.00</u>	<u>2,000.00</u>	<u>100.0%</u>
King George County	<u>27,500.00</u>	<u>55,000.00</u>	<u>50.0%</u>
Spotsylvania County	<u>27,500.00</u>	<u>55,000.00</u>	<u>50.0%</u>
Stafford County	<u>20,447.00</u>	<u>40,894.00</u>	<u>50.0%</u>
Total Local/Government Funds	<u>77,447.00</u>	<u>152,894.00</u>	<u>50.7%</u>
Other Income	<u>12,501.00</u>		
<u>Self-Generating Funds</u>			
Operations Bank Interest	<u>33.33</u>	<u>50.00</u>	<u>66.7%</u>
Rain Barrel Sales	<u>170.00</u>	<u>85.00</u>	<u>200.0%</u>
YouthConservationCamp Donations	<u>200.00</u>	<u>300.00</u>	<u>66.7%</u>
Total Self-Generating Funds	<u>403.33</u>	<u>435.00</u>	<u>92.7%</u>
<u>State Operation Funds - DCR</u>			
Administration & Operations			
Admin & Ops Operational Funds	<u>53,245.00</u>		
Base T/A	<u>32,500.00</u>	<u>78,789.00</u>	<u>41.2%</u>
CB RMP TA	<u>0.00</u>	<u>124.00</u>	<u>0.0%</u>
VNRCE Additional TA	<u>58,999.20</u>	<u>158,252.00</u>	<u>37.3%</u>
Administration & Operations - Other	<u>0.00</u>	<u>212,908.00</u>	<u>0.0%</u>
Total Administration & Operations	<u>144,744.20</u>	<u>450,073.00</u>	<u>32.2%</u>
Cost Share Income			
CB VACS			
FY 23 CB VACS	<u>42,103.97</u>		
FY 24 CB VACS	<u>601,500.00</u>		
VACS Interest	<u>33.45</u>		
Total CB VACS	<u>643,637.42</u>		
Total Cost Share Income	<u>643,637.42</u>		
Total State Operation Funds - DCR	<u>788,381.62</u>	<u>450,073.00</u>	<u>175.2%</u>
Total Income	<u>879,032.95</u>	<u>603,402.00</u>	<u>145.7%</u>
Gross Profit	<u>879,032.95</u>	<u>603,402.00</u>	<u>145.7%</u>
Expense			
Annual Mtg Spouse Meals Reimbur	<u>50.00</u>		
Automotive			
Gasoline	<u>587.30</u>	<u>3,000.00</u>	<u>19.6%</u>
Repair / Maintenance	<u>642.73</u>	<u>3,000.00</u>	<u>21.4%</u>
Vehicle Insurance (VACCS)	<u>1,182.00</u>	<u>350.00</u>	<u>337.7%</u>
Total Automotive	<u>2,412.03</u>	<u>6,350.00</u>	<u>38.0%</u>
Cost Share Expenditures			
CREP			
CREP FY 22	<u>1,983.27</u>		
CREP Transfer FY20 to FY21	<u>32,833.55</u>		
Total CREP	<u>34,816.82</u>		
VACS			
FY 22 CB VACS	<u>25,703.30</u>		
FY 23 CB VACS	<u>48,867.37</u>		
FY 24 CB VACS	<u>6,964.70</u>		

1:45 PM

Tri - County / City Soil & Water Conservation District

01/11/24

Profit & Loss Budget vs. Actual

Cash Basis

July through November 2023

	Jul - Nov 23	Budget	% of Budget
<u>Total VACS</u>	<u>81,535.37</u>		
<u>Total Cost Share Expenditures</u>	<u>116,352.19</u>		
<u>Dedicated Funds Expenditures</u>			
<u>Equipment & Storage</u>	<u>19,800.93</u>		
<u>Furniture & Fixtures</u>	<u>6,975.00</u>		
<u>Vehicle Purchase / Replacement</u>	<u>115,568.08</u>	<u>53,000.00</u>	<u>218.1%</u>
<u>Total Dedicated Funds Expenditures</u>	<u>142,344.01</u>	<u>53,000.00</u>	<u>268.6%</u>
<u>Director Expense</u>			
<u>Travel / Training / Meals</u>	<u>338.44</u>	<u>6,500.00</u>	<u>5.2%</u>
<u>Total Director Expense</u>	<u>338.44</u>	<u>6,500.00</u>	<u>5.2%</u>
<u>District Outreach</u>			
<u>4-H Show & Sale</u>	<u>0.00</u>	<u>250.00</u>	<u>0.0%</u>
<u>Community Event</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.0%</u>
<u>Donations & Sponsorships</u>	<u>150.00</u>	<u>300.00</u>	<u>50.0%</u>
<u>Fundrasiers</u>	<u>0.00</u>	<u>745.00</u>	<u>0.0%</u>
<u>Outreach Supplies</u>	<u>1,203.66</u>	<u>3,500.00</u>	<u>34.4%</u>
<u>Total District Outreach</u>	<u>1,353.66</u>	<u>5,795.00</u>	<u>23.4%</u>
<u>Education Costs</u>			
<u>Aspen Grove Field Day</u>	<u>0.00</u>	<u>300.00</u>	<u>0.0%</u>
<u>Education Materials/Supplies</u>	<u>3.98</u>	<u>650.00</u>	<u>0.6%</u>
<u>Envirothon</u>	<u>434.00</u>	<u>750.00</u>	<u>57.9%</u>
<u>Link Scholarship Recipient</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.0%</u>
<u>Other Education Expenditures</u>	<u>149.99</u>	<u>100.00</u>	<u>150.0%</u>
<u>Youth Conservation Camp</u>	<u>0.00</u>	<u>1,100.00</u>	<u>0.0%</u>
<u>Total Education Costs</u>	<u>587.97</u>	<u>3,900.00</u>	<u>15.1%</u>
<u>Membership Fees</u>			
<u>Farm Bureau</u>	<u>40.00</u>	<u>40.00</u>	<u>100.0%</u>
<u>Miscellaneous Membership</u>	<u>0.00</u>	<u>100.00</u>	<u>0.0%</u>
<u>NACD</u>	<u>775.00</u>	<u>775.00</u>	<u>100.0%</u>
<u>VASWCD & VACDE</u>	<u>3,692.00</u>	<u>3,500.00</u>	<u>105.5%</u>
<u>Total Membership Fees</u>	<u>4,507.00</u>	<u>4,415.00</u>	<u>102.1%</u>
<u>Office Operations</u>			
<u>Equipment Repair & Maintenance</u>	<u>1,135.48</u>	<u>2,300.00</u>	<u>49.4%</u>
<u>Fees</u>	<u>209.17</u>	<u>0.00</u>	<u>100.0%</u>
<u>Furniture & Equipment</u>			
<u>Computer Server</u>	<u>0.00</u>	<u>16,000.00</u>	<u>0.0%</u>
<u>Field Equipment</u>	<u>415.82</u>	<u>1,500.00</u>	<u>27.7%</u>
<u>Furniture & Equipment</u>	<u>0.00</u>	<u>7,900.00</u>	<u>0.0%</u>
<u>Furniture & Equipment - Other</u>	<u>1,179.32</u>	<u>0.00</u>	<u>100.0%</u>
<u>Total Furniture & Equipment</u>	<u>1,595.14</u>	<u>25,400.00</u>	<u>6.3%</u>
<u>Insurance - Business Owners</u>	<u>2.00</u>	<u>400.00</u>	<u>0.5%</u>
<u>Office Cleaning</u>	<u>2,400.00</u>	<u>4,725.00</u>	<u>50.8%</u>
<u>Office Services</u>			
<u>Human Resource Consultant</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.0%</u>
<u>Office Services - Other</u>	<u>538.41</u>	<u>2,000.00</u>	<u>26.9%</u>
<u>Total Office Services</u>	<u>538.41</u>	<u>12,000.00</u>	<u>4.5%</u>
<u>Office Supplies / Expense</u>	<u>1,817.32</u>	<u>5,000.00</u>	<u>36.3%</u>
<u>Postage</u>	<u>146.28</u>	<u>750.00</u>	<u>19.5%</u>
<u>QuickBooks Software</u>	<u>550.00</u>	<u>1,800.00</u>	<u>30.6%</u>
<u>Rent</u>			
<u>Meeting Space</u>	<u>0.00</u>	<u>600.00</u>	<u>0.0%</u>
<u>Office Space Rental</u>	<u>10,166.67</u>	<u>24,000.00</u>	<u>42.4%</u>

1:45 PM

Tri - County / City Soil & Water Conservation District

01/11/24

Profit & Loss Budget vs. Actual

Cash Basis

July through November 2023

	<u>Jul - Nov 23</u>	<u>Budget</u>	<u>% of Budget</u>
<u>Shed Rental</u>	<u>231.69</u>	<u>2,000.00</u>	<u>11.6%</u>
<u>Total Rent</u>	<u>10,398.36</u>	<u>26,600.00</u>	<u>39.1%</u>
<u>Utilities</u>	<u>3,565.82</u>	<u>7,500.00</u>	<u>47.5%</u>
<u>Website Management</u>	<u>0.00</u>	<u>120.00</u>	<u>0.0%</u>
<u>Total Office Operations</u>	<u>22,357.98</u>	<u>86,595.00</u>	<u>25.8%</u>
<u>Payroll Expenses</u>			
<u>Disability (Short/Long Term)</u>	<u>457.94</u>	<u>1,497.00</u>	<u>30.6%</u>
<u>Group Life Insurance (VRS)</u>	<u>1,162.23</u>	<u>3,799.00</u>	<u>30.6%</u>
<u>Health Insurance</u>	<u>18,731.00</u>	<u>60,240.00</u>	<u>31.1%</u>
<u>QBs Payroll Fees</u>	<u>104.00</u>	<u>750.00</u>	<u>13.9%</u>
<u>Retirement (VRS)</u>			
<u>IMARC-RC VRS Liability</u>	<u>867.34</u>		
<u>Retirement (VRS) - Other</u>	<u>2,959.44</u>	<u>23,165.00</u>	<u>12.8%</u>
<u>Total Retirement (VRS)</u>	<u>3,826.78</u>	<u>23,165.00</u>	<u>16.5%</u>
<u>Salary Wages</u>	<u>89,733.34</u>	<u>283,540.00</u>	<u>31.6%</u>
<u>Social Security and Medicare</u>	<u>6,864.60</u>	<u>21,691.00</u>	<u>31.6%</u>
<u>VA Employment Commission</u>	<u>5.20</u>	<u>42.00</u>	<u>12.4%</u>
<u>Workmen's Comp Insurance</u>	<u>-96.00</u>	<u>900.00</u>	<u>-10.7%</u>
<u>Total Payroll Expenses</u>	<u>120,789.09</u>	<u>395,624.00</u>	<u>30.5%</u>
<u>Staff Travel & Training</u>			
<u>Annual Meeting Lodging & Meals</u>	<u>0.00</u>	<u>1,600.00</u>	<u>0.0%</u>
<u>Annual Meeting Registration</u>	<u>2,317.00</u>	<u>900.00</u>	<u>257.4%</u>
<u>Conservation Specialist</u>	<u>862.28</u>	<u>4,500.00</u>	<u>19.2%</u>
<u>District Manager</u>	<u>72.95</u>	<u>675.00</u>	<u>10.8%</u>
<u>Education Coordinator</u>	<u>491.14</u>	<u>1,000.00</u>	<u>49.1%</u>
<u>Operations Manager</u>	<u>406.14</u>	<u>1,000.00</u>	<u>40.6%</u>
<u>Staff Mileage Personal Vehicle</u>	<u>56.33</u>	<u>2,000.00</u>	<u>2.8%</u>
<u>Total Staff Travel & Training</u>	<u>4,205.84</u>	<u>11,675.00</u>	<u>36.0%</u>
<u>Total Expense</u>	<u>415,298.21</u>	<u>573,854.00</u>	<u>72.4%</u>
<u>Net Income</u>	<u>463,734.74</u>	<u>29,548.00</u>	<u>1,569.4%</u>

12:29 PM

01/11/24



Tri - County / City Soil & Water Conservation District

Reconciliation Summary

Operations Checking - 8191, Period Ending 11/30/2023

	Nov 30, 23
<u>Beginning Balance</u>	<u>477,684.13</u>
<u>Cleared Transactions</u>	
<u>Checks and Payments - 25 it...</u>	<u>-37,204.16</u>
<u>Deposits and Credits - 10 ite...</u>	<u>40,004.86</u>
<u>Total Cleared Transactions</u>	<u>2,800.70</u>
<u>Cleared Balance</u>	<u>480,484.83</u>
<u>Uncleared Transactions</u>	
<u>Checks and Payments - 10 it...</u>	<u>-3,761.36</u>
<u>Total Uncleared Transactions</u>	<u>-3,761.36</u>
<u>Register Balance as of 11/30/2023</u>	<u>476,723.47</u>
<u>New Transactions</u>	
<u>Checks and Payments - 48 it...</u>	<u>-49,949.72</u>
<u>Deposits and Credits - 1 item</u>	<u>89.51</u>
<u>Total New Transactions</u>	<u>-49,860.21</u>
<u>Ending Balance</u>	<u>426,863.26</u>

12:29 PM

Tri - County / City Soil & Water Conservation District

01/11/24

Reconciliation Detail

Operations Checking - 8191, Period Ending 11/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						477,684.13
Cleared Transactions						
Checks and Payments - 25 items						
Check	10/18/2023	3320	Falcon Realty Invest...	X	-2,000.00	-2,000.00
Liability Check	11/01/2023	3320	Treasurer of Virginia...	X	-1,599.33	-3,599.33
Check	11/01/2023	3325	Koch, Charles*	X	-108.73	-3,708.06
Liability Check	11/08/2023	E-pay	EFTPS	X	-1,570.30	-5,278.36
Liability Check	11/08/2023	E-pay	VA Department of T...	X	-278.00	-5,556.36
Liability Check	11/08/2023	Debit	ICMA-RC/ Mission S...	X	-135.34	-5,691.70
Liability Check	11/08/2023	Debit	ICMA-RC/ Mission S...	X	-12.83	-5,704.53
Check	11/13/2023	Debit	Truist Bank	X	-8,544.52	-14,249.05
Check	11/13/2023	Debit	Truist Bank	X	-525.82	-14,774.87
Check	11/13/2023	Debit	Truist Bank	X	-195.44	-14,970.31
Liability Check	11/14/2023	Debit	QuickBooks Payroll...	X	-5,084.85	-20,055.16
Check	11/14/2023	3328	Anthem Blue Cross...	X	-3,760.00	-23,815.16
Check	11/14/2023	3326	Watkins Cleaning Se...	X	-875.00	-24,690.16
Check	11/14/2023	3329	Verizon	X	-88.37	-24,778.53
Check	11/16/2023	3330	Germania Communi...	X	-380.00	-25,158.53
Check	11/16/2023	3331	John Marshall SWCD	X	-44.00	-25,202.53
Check	11/26/2023	Debit	Comcast Business	X	-273.74	-25,476.27
Check	11/26/2023	Debit	Truist Bank	X	-213.38	-25,689.65
Liability Check	11/27/2023	E-pay	EFTPS	X	-2,689.30	-28,378.95
Liability Check	11/27/2023	Debit	Treasurer of Virginia...	X	-1,193.68	-29,572.64
Liability Check	11/27/2023	E-pay	VA Department of T...	X	-450.50	-30,023.14
Liability Check	11/27/2023	Debit	ICMA-RC/ Mission S...	X	-135.34	-30,158.48
Liability Check	11/27/2023	Debit	ICMA-RC/ Mission S...	X	-12.83	-30,171.31
Liability Check	11/29/2023	Debit	QuickBooks Payroll...	X	-5,084.85	-35,256.16
Liability Check	11/29/2023	Debit	QuickBooks Payroll...	X	-1,938.00	-37,194.16
Total Checks and Payments					-37,204.16	-37,204.16
Deposits and Credits - 10 items						
Deposit	11/20/2023			X	13,750.00	13,750.00
Deposit	11/28/2023			X	12,501.00	26,251.00
Deposit	11/28/2023			X	13,750.00	40,001.00
Paycheck	11/30/2023	DD1762	Coleman, Courtney L	X	0.00	40,001.00
Paycheck	11/30/2023	DD1763	Davis, Renee B	X	0.00	40,001.00
Paycheck	11/30/2023	DD1759	Coleman, Courtney L	X	0.00	40,001.00
Paycheck	11/30/2023	DD1761	Morgan, Madison M	X	0.00	40,001.00
Paycheck	11/30/2023	DD1760	Davis, Renee B	X	0.00	40,001.00
Paycheck	11/30/2023	DD1764	Morgan, Madison M	X	0.00	40,001.00
Deposit	11/30/2023			X	3.86	40,004.86
Total Deposits and Credits					40,004.86	40,004.86
Total Cleared Transactions					2,800.70	2,800.70
Cleared Balance					2,800.70	480,484.83
Uncleared Transactions						
Checks and Payments - 10 items						
Liability Check	09/25/2023	3314	VACORP		-96.62	-96.62
Liability Check	10/30/2023	3324	VACORP		-96.62	-193.24
Check	11/14/2023	3327	Falcon Realty Invest...		-2,000.00	-2,193.24
Check	11/21/2023	3332	Howe, John*		-53.71	-2,246.95
Check	11/22/2023	3333	VA Farm Bureau Ins...		-2.00	-2,248.95
Liability Check	11/27/2023	3334	VACORP		-71.45	-2,320.41
Check	11/28/2023	3338	Falcon Realty Invest...		-309.42	-2,629.83
Check	11/28/2023	3339	Stone's Office Equip...		-361.23	-3,001.06
Check	11/28/2023	3337	VA Forage & Grassla...		-100.00	-3,101.06
Check	11/28/2023	3336	VA Farm Bureau Fe...		-40.00	-3,141.06
Total Checks and Payments					-3,761.36	-3,761.36
Total Uncleared Transactions					-3,761.36	-3,761.36
Register Balance as of 11/30/2023					-960.66	476,723.47
New Transactions						
Checks and Payments - 48 items						
Liability Check	12/10/2023	E-pay	EFTPS		-2,329.42	-2,329.42
Liability Check	12/10/2023	E-pay	VA Department of T...		-414.00	-2,743.42
Liability Check	12/11/2023	Debit	ICMA-RC/ Mission S...		-196.26	-2,939.68
Liability Check	12/11/2023	Debit	ICMA-RC/ Mission S...		-13.48	-3,053.16
Check	12/12/2023	3339	Anthem Blue Cross...		-3,760.00	-6,813.16
Check	12/12/2023	3340	Falcon Realty Invest...		-2,000.00	-8,813.16
Check	12/12/2023	3342	Infinity Technologies		-615.00	-9,428.16
Check	12/12/2023	3343	Watkins Cleaning Se...		-350.00	-9,778.16
Check	12/12/2023	3341	Prasidium Screening		-97.93	-9,876.09
Liability Check	12/14/2023	Debit	QuickBooks Payroll...		-7,316.48	-17,192.57
Liability Check	12/14/2023	E-pay	EFTPS		-2,329.46	-19,522.03
Liability Check	12/14/2023	E-pay	VA Department of T...		-414.00	-19,936.03
Check	12/26/2023	3354	Southern Copier Sal...		-309.82	-20,245.85
Check	12/26/2023	3348	Miller, Wayne *		-281.55	-20,527.40
Check	12/26/2023	Debit	Comcast Business		-273.74	-20,801.14
Check	12/26/2023	Debit	Koch, Charles*		-253.04	-21,054.18
Check	12/26/2023	Debit	Truist Bank		-238.61	-21,292.79
Check	12/26/2023	3353	Verizon		-238.37	-21,531.16
Check	12/26/2023	Debit	Truist Bank		-224.90	-21,756.06
Check	12/26/2023	Debit	Truist Bank		-217.53	-21,973.59
Check	12/26/2023	Debit	Truist Bank		-217.53	-22,191.12
Check	12/26/2023	3349	Coleman, Courtney		-203.05	-22,394.17
Liability Check	12/26/2023	Debit	ICMA-RC/ Mission S...		-196.26	-22,590.43
Check	12/26/2023	3347	Davis, Renee		-178.16	-22,768.59
Check	12/26/2023	3344	Treasurer of Virginia...		-150.00	-22,918.59
Check	12/26/2023	3345	Treasurer of Virginia...		-150.00	-23,068.59
Check	12/26/2023	3352	Morgan, Madison		-123.80	-23,192.39
Check	12/26/2023	3355	Knight of Columbus		-100.00	-23,292.39
Check	12/26/2023	3351	Rauch, Jeremy		-68.50	-23,360.89
Liability Check	12/26/2023	Debit	ICMA-RC/ Mission S...		-13.48	-23,374.37
Liability Check	12/27/2023	Debit	Treasurer of Virginia...		-1,741.41	-25,115.78
Liability Check	12/27/2023	3356	VACORP		-103.63	-25,219.41
Liability Check	12/28/2023	Debit	QuickBooks Payroll...		-7,316.46	-32,535.87
Check	01/08/2024	3357	Stevenson Ridge LLC		-1,500.00	-34,035.87
Check	01/08/2024	3360	Fredericksburg Pres...		-600.00	-34,635.87
Check	01/08/2024	3359	Infinity Technologies		-475.00	-35,110.87
Check	01/08/2024	3358	Fredericksburg City**		-25.00	-35,135.87
Liability Check	01/08/2024	E-pay	VA Employment Co...		-7.04	-35,142.91
Liability Check	01/09/2024	E-pay	EFTPS		-2,288.44	-37,431.35
Liability Check	01/09/2024	E-pay	VA Department of T...		-414.00	-37,845.35
Liability Check	01/09/2024	Debit	ICMA-RC/ Mission S...		-196.26	-38,041.61
Liability Check	01/09/2024	Debit	ICMA-RC/ Mission S...		-13.48	-38,055.09
Liability Check	01/11/2024	Debit	QuickBooks Payroll...		-7,357.47	-45,412.56
Check	01/11/2024	Debit	Truist Bank		-3,311.31	-48,723.87
Check	01/11/2024	Debit	Truist Bank		-871.84	-49,595.71
Check	01/11/2024	Debit	Truist Bank		-108.00	-49,703.71
Check	01/11/2024	Debit	Truist Bank		-51.50	-49,755.21
Check	01/26/2024	Debit	Comcast Business		-294.51	-49,949.72
Total Checks and Payments					-49,949.72	-49,949.72
Deposits and Credits - 1 item						
Deposit	12/12/2023				89.51	89.51
Total Deposits and Credits					89.51	89.51
Total New Transactions					-49,860.21	-49,860.21
Ending Balance					-50,820.87	426,863.26

12:22 PM
01/11/24



Tri - County / City Soil & Water Conservation District

Reconciliation Summary

Operations MM - 6355, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
<u>Beginning Balance</u>	<u>283,193.88</u>
<u>Cleared Transactions</u>	
<u>Deposits and Credits - 1 item</u>	<u>2.33</u>
<u>Total Cleared Transactions</u>	<u>2.33</u>
<u>Cleared Balance</u>	<u>283,196.21</u>
<u>Register Balance as of 11/30/2023</u>	<u>283,196.21</u>
<u>Ending Balance</u>	<u>283,196.21</u>

12:22 PM

Tri - County / City Soil & Water Conservation District

01/11/24

Reconciliation Detail

Operations MM - 6355, Period Ending 11/30/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						<u>283,193.88</u>
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	11/30/2023			X	<u>2.33</u>	<u>2.33</u>
Total Deposits and Credits					<u>2.33</u>	<u>2.33</u>
Total Cleared Transactions					<u>2.33</u>	<u>2.33</u>
Cleared Balance					<u>2.33</u>	<u>283,196.21</u>
Register Balance as of 11/30/2023					<u>2.33</u>	<u>283,196.21</u>
Ending Balance					<u>2.33</u>	<u>283,196.21</u>

12:20 PM
01/11/24



Tri - County / City Soil & Water Conservation District
Reconciliation Summary
Cost Share Checking - 0016, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
<u>Beginning Balance</u>	<u>1,057,509.79</u>
<u>Cleared Transactions</u>	
<u>Checks and Payments - 1 it...</u>	<u>-35.00</u>
<u>Deposits and Credits - 1 item</u>	<u>8.69</u>
<u>Total Cleared Transactions</u>	<u>-26.31</u>
<u>Cleared Balance</u>	<u>1,057,483.48</u>
<u>Uncleared Transactions</u>	
<u>Checks and Payments - 2 it...</u>	<u>-6,964.70</u>
<u>Total Uncleared Transactions</u>	<u>-6,964.70</u>
<u>Register Balance as of 11/30/2023</u>	<u>1,050,518.78</u>
<u>Ending Balance</u>	<u>1,050,518.78</u>

12:20 PM

Tri - County / City Soil & Water Conservation District

01/11/24

Reconciliation DetailCost Share Checking - 0016, Period Ending 11/30/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<u>Beginning Balance</u>						<u>1,057,509.79</u>
<u>Cleared Transactions</u>						
<u>Checks and Payments - 1 item</u>						
<u>Check</u>	<u>11/21/2023</u>	<u>Debit</u>	<u>Truist Bank</u>	<u>X</u>	<u>-35.00</u>	<u>-35.00</u>
<u>Total Checks and Payments</u>					<u>-35.00</u>	<u>-35.00</u>
<u>Deposits and Credits - 1 item</u>						
<u>Deposit</u>	<u>11/30/2023</u>			<u>X</u>	<u>8.69</u>	<u>8.69</u>
<u>Total Deposits and Credits</u>					<u>8.69</u>	<u>8.69</u>
<u>Total Cleared Transactions</u>					<u>-26.31</u>	<u>-26.31</u>
<u>Cleared Balance</u>					<u>-26.31</u>	<u>1,057,483.48</u>
<u>Uncleared Transactions</u>						
<u>Checks and Payments - 2 items</u>						
<u>Check</u>	<u>11/09/2023</u>	<u>2137</u>	<u>Charity Hill Farm ...</u>		<u>-207.20</u>	<u>-207.20</u>
<u>Check</u>	<u>11/30/2023</u>	<u>2138</u>	<u>J.R. & J.G. Goodw...</u>		<u>-6,757.50</u>	<u>-6,964.70</u>
<u>Total Checks and Payments</u>					<u>-6,964.70</u>	<u>-6,964.70</u>
<u>Total Uncleared Transactions</u>					<u>-6,964.70</u>	<u>-6,964.70</u>
<u>Register Balance as of 11/30/2023</u>					<u>-6,991.01</u>	<u>1,050,518.78</u>
<u>Ending Balance</u>					<u>-6,991.01</u>	<u>1,050,518.78</u>

12:24 PM

01/11/24

Tri - County / City Soil & Water Conservation District

Reconciliation Summary

Cost Share MM - 6347, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
<u>Beginning Balance</u>	<u>52,837.96</u>
<u>Cleared Transactions</u>	
<u>Deposits and Credits - 1 item</u>	<u>0.43</u>
<u>Total Cleared Transactions</u>	<u>0.43</u>
<u>Cleared Balance</u>	<u>52,838.39</u>
<u>Register Balance as of 11/30/2023</u>	<u>52,838.39</u>
<u>Ending Balance</u>	<u>52,838.39</u>

12:24 PM

Tri - County / City Soil & Water Conservation District

01/11/24

Reconciliation Detail

Cost Share MM - 6347, Period Ending 11/30/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						<u>52,837.96</u>
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	11/30/2023			X	<u>0.43</u>	<u>0.43</u>
Total Deposits and Credits					<u>0.43</u>	<u>0.43</u>
Total Cleared Transactions					<u>0.43</u>	<u>0.43</u>
Cleared Balance					<u>0.43</u>	<u>52,838.39</u>
Register Balance as of 11/30/2023					<u>0.43</u>	<u>52,838.39</u>
Ending Balance					<u>0.43</u>	<u>52,838.39</u>

9:54 AM
01/11/24



Tri - County / City Soil & Water Conservation District
Reconciliation Summary
VISA Card * 6605 Coleman, Period Ending 12/02/2023

	<u>Dec 2, 23</u>
<u>Beginning Balance</u>	<u>525.82</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 3 items</u>	<u>-224.90</u>
<u>Payments and Credits - 1 item</u>	<u>525.82</u>
<u>Total Cleared Transactions</u>	<u>300.92</u>
<u>Cleared Balance</u>	<u>224.90</u>
<u>Register Balance as of 12/02/2023</u>	<u>224.90</u>
<u>Ending Balance</u>	<u>224.90</u>

9:54 AM
01/11/24

Tri - County / City Soil & Water Conservation District
Reconciliation Detail
VISA Card * 6605 Coleman, Period Ending 12/02/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<u>Beginning Balance</u>						<u>525.82</u>
<u>Cleared Transactions</u>						
<u>Charges and Cash Advances - 3 items</u>						
<u>Credit Card Cha...</u>	<u>11/03/2023</u>		<u>WaWa</u>	<u>X</u>	<u>-90.66</u>	<u>-90.66</u>
<u>Credit Card Cha...</u>	<u>11/13/2023</u>		<u>Staples</u>	<u>X</u>	<u>-100.24</u>	<u>-190.90</u>
<u>Credit Card Cha...</u>	<u>11/17/2023</u>		<u>Paul's Bakery</u>	<u>X</u>	<u>-34.00</u>	<u>-224.90</u>
<u>Total Charges and Cash Advances</u>					<u>-224.90</u>	<u>-224.90</u>
<u>Payments and Credits - 1 item</u>						
<u>Check</u>	<u>11/13/2023</u>	<u>Debit</u>	<u>Truist Bank</u>	<u>X</u>	<u>525.82</u>	<u>525.82</u>
<u>Total Cleared Transactions</u>					<u>300.92</u>	<u>300.92</u>
<u>Cleared Balance</u>					<u>-300.92</u>	<u>224.90</u>
<u>Register Balance as of 12/02/2023</u>					<u>-300.92</u>	<u>224.90</u>
<u>Ending Balance</u>					<u>-300.92</u>	<u>224.90</u>

3:13 PM
01/10/24



Tri - County / City Soil & Water Conservation District

Reconciliation Summary

VISA Card *1870 Davis, Period Ending 12/02/2023

	<u>Dec 2, 23</u>
<u>Beginning Balance</u>	<u>8,544.52</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 7 it...</u>	<u>-490.27</u>
<u>Payments and Credits - 3 items</u>	<u>8,817.26</u>
<u>Total Cleared Transactions</u>	<u>8,326.99</u>
<u>Cleared Balance</u>	<u>217.53</u>
<u>Register Balance as of 12/02/2023</u>	<u>217.53</u>
<u>Ending Balance</u>	<u>217.53</u>

3:13 PM
01/10/24

Tri - County / City Soil & Water Conservation District
Reconciliation Detail
VISA Card *1870 Davis, Period Ending 12/02/2023

Type	Date	Num	Name	Clr	Amount	Balance
<u>Beginning Balance</u>						8,544.52
<u>Cleared Transactions</u>						
<u>Charges and Cash Advances - 7 items</u>						
Credit Card Cha...	11/02/2023		Microsoft Office	X	-99.99	-99.99
Credit Card Cha...	11/02/2023		Public Storage	X	-87.00	-186.99
Credit Card Cha...	11/03/2023		Primo Water (Cry...	X	-2.06	-189.05
Credit Card Cha...	11/04/2023		Primo Water (Cry...	X	-59.69	-248.74
Credit Card Cha...	11/20/2023		Intuit QuickBooks	X	-24.00	-272.74
Credit Card Cha...	11/25/2023		Zoom Video Com...	X	-15.99	-288.73
Credit Card Cha...	11/29/2023		Staples	X	-201.54	-490.27
<u>Total Charges and Cash Advances</u>					-490.27	-490.27
<u>Payments and Credits - 3 items</u>						
Check	11/13/2023	Debit	Truist Bank	X	8,544.52	8,544.52
Credit Card Credit	11/17/2023		Best Buy	X	59.36	8,603.88
Check	11/26/2023	Debit	Truist Bank	X	213.38	8,817.26
<u>Total Cleared Transactions</u>					8,326.99	8,326.99
<u>Cleared Balance</u>					-8,326.99	217.53
<u>Register Balance as of 12/02/2023</u>					-8,326.99	217.53
<u>Ending Balance</u>					-8,326.99	217.53

10:46 AM

01/11/24



Tri - County / City Soil & Water Conservation District

Reconciliation Summary

VISA Card *5774 Morgan, Period Ending 12/02/2023

	<u>Dec 2, 23</u>
<u>Beginning Balance</u>	<u>195.44</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 3 items</u>	<u>-238.61</u>
<u>Payments and Credits - 1 item</u>	<u>195.44</u>
<u>Total Cleared Transactions</u>	<u>-43.17</u>
<u>Cleared Balance</u>	<u>238.61</u>
<u>Uncleared Transactions</u>	
<u>Charges and Cash Advances - 1 item</u>	<u>-149.99</u>
<u>Total Uncleared Transactions</u>	<u>-149.99</u>
<u>Register Balance as of 12/02/2023</u>	<u>388.60</u>
<u>Ending Balance</u>	<u>388.60</u>

10:46 AM

Tri - County / City Soil & Water Conservation District

01/11/24

Reconciliation Detail

VISA Card *5774 Morgan, Period Ending 12/02/2023

Type	Date	Num	Name	Clr	Amount	Balance
<u>Beginning Balance</u>						<u>195.44</u>
<u>Cleared Transactions</u>						
<u>Charges and Cash Advances - 3 items</u>						
Credit Card Cha...	11/03/2023		Sticker Mule	X	-115.00	-115.00
Credit Card Cha...	11/06/2023		Murphy Express	X	-43.63	-158.63
Credit Card Cha...	11/16/2023		Staples	X	-79.98	-238.61
<u>Total Charges and Cash Advances</u>					<u>-238.61</u>	<u>-238.61</u>
<u>Payments and Credits - 1 item</u>						
Check	11/13/2023	Debit	Truist Bank	X	195.44	195.44
<u>Total Cleared Transactions</u>					<u>-43.17</u>	<u>-43.17</u>
<u>Cleared Balance</u>					<u>43.17</u>	<u>238.61</u>
<u>Uncleared Transactions</u>						
<u>Charges and Cash Advances - 1 item</u>						
Credit Card Cha...	10/13/2023		Adobe Software		-149.99	-149.99
<u>Total Charges and Cash Advances</u>					<u>-149.99</u>	<u>-149.99</u>
<u>Total Uncleared Transactions</u>					<u>-149.99</u>	<u>-149.99</u>
<u>Register Balance as of 12/02/2023</u>					<u>193.16</u>	<u>388.60</u>
<u>Ending Balance</u>					<u>193.16</u>	<u>388.60</u>

TREASURER'S FINANCIAL REPORT

December 2023

Prepared by: *Renee Davis*

Approved by Treasurer: *Janet Gayle Harris*

Renee B. Davis

Date

1:57 PM

Tri - County / City Soil & Water Conservation District

01/11/24

Balance Sheet

Cash Basis

As of December 31, 2023

	<u>Dec 31, 23</u>	<u>Nov 30, 23</u>
ASSETS		
<u>Current Assets</u>		
<u>Checking/Savings</u>		
<u>Cost Share Checking - 0016</u>	<u>1,367,529.20</u>	<u>1,050,518.78</u>
<u>Cost Share MM - 6347</u>	<u>52,838.84</u>	<u>52,838.39</u>
<u>Operations Checking - 8191</u>	<u>585,299.75</u>	<u>476,723.47</u>
<u>Operations MM - 6355</u>	<u>283,198.62</u>	<u>283,196.21</u>
<u>Total Checking/Savings</u>	<u>2,288,866.41</u>	<u>1,863,276.85</u>
<u>Total Current Assets</u>	<u>2,288,866.41</u>	<u>1,863,276.85</u>
TOTAL ASSETS	<u>2,288,866.41</u>	<u>1,863,276.85</u>
LIABILITIES & EQUITY		
<u>Liabilities</u>		
<u>Current Liabilities</u>		
<u>Credit Cards</u>		
<u>VISA Card * 6605 Coleman</u>	<u>108.00</u>	<u>224.90</u>
<u>VISA Card *1870 Davis</u>	<u>3,311.31</u>	<u>217.53</u>
<u>VISA Card *4814 Rauch</u>	<u>51.50</u>	<u>0.00</u>
<u>VISA Card *5774 Morgan</u>	<u>1,021.83</u>	<u>438.63</u>
<u>Total Credit Cards</u>	<u>4,492.64</u>	<u>881.06</u>
<u>Other Current Liabilities</u>		
<u>Payroll Liabilities</u>		
<u>VA Employment Commission</u>	<u>7.04</u>	<u>0.00</u>
<u>Total Payroll Liabilities</u>	<u>7.04</u>	<u>0.00</u>
<u>Sales Tax Payable</u>	<u>18.04</u>	<u>13.53</u>
<u>Total Other Current Liabilities</u>	<u>25.08</u>	<u>13.53</u>
<u>Total Current Liabilities</u>	<u>4,517.72</u>	<u>894.59</u>
Total Liabilities	<u>4,517.72</u>	<u>894.59</u>
<u>Equity</u>		
<u>Dedicated & Emergency Funds</u>	<u>715,060.75</u>	<u>715,060.75</u>
<u>Retained Earnings</u>	<u>683,586.77</u>	<u>683,586.77</u>
<u>Net Income</u>	<u>885,701.17</u>	<u>463,734.74</u>
<u>Total Equity</u>	<u>2,284,348.69</u>	<u>1,862,382.26</u>
TOTAL LIABILITIES & EQUITY	<u>2,288,866.41</u>	<u>1,863,276.85</u>

1:41 PM
01/11/24
Cash Basis



January 19, 2024 Board Package
71

Tri - County / City Soil & Water Conservation District
Profit & Loss by Month & Year to Date
December 2023

	Dec 23	Nov 23	Jul - Dec 23
Income			
Dedicated Funds			
Link Scholarship Fund	0.00	0.00	300.00
Total Dedicated Funds	0.00	0.00	300.00
Local/Government Funds			
City of Fredericksburg	0.00	0.00	2,000.00
King George County	0.00	13,750.00	27,500.00
Spotsylvania County	0.00	13,750.00	27,500.00
Stafford County	0.00	0.00	20,447.00
Total Local/Government Funds	0.00	27,500.00	77,447.00
Other Income	0.00	12,501.00	12,501.00
Self-Generating Funds			
Operations Bank Interest	7.05	6.19	40.38
Rain Barrel Sales	85.00	0.00	255.00
Youth Conservation Camp Donations	0.00	0.00	200.00
Total Self-Generating Funds	92.05	6.19	495.38
State Operation Funds - DCR			
Administration & Operations			
Admin & Ops Operational Funds	53,245.00	0.00	106,490.00
Base T/A	32,500.00	0.00	65,000.00
VNRFC Additional TA	55,173.00	0.00	114,172.20
Total Administration & Operations	140,918.00	0.00	285,662.20
Cost Share Income			
CB VACS			
FY 23 CB VACS	0.00	0.00	42,103.97
FY 24 CB VACS	317,000.00	0.00	918,500.00
VACS Interest	10.87	9.12	44.32
Total CB VACS	317,010.87	9.12	960,648.29
Total Cost Share Income	317,010.87	9.12	960,648.29
Total State Operation Funds - DCR	457,928.87	9.12	1,246,310.49
Transfer Memo	0.00	0.00	0.00
Total Income	458,020.92	40,016.31	1,337,053.87
Gross Profit	458,020.92	40,016.31	1,337,053.87
Expense			
Annual Mtg Spouse Meals Reimbur	0.00	0.00	50.00
Automotive			
Gasoline	152.50	184.32	739.80
Repair / Maintenance	0.00	0.00	642.73
Vehicle Insurance (VACCS)	0.00	0.00	1,182.00
Automotive - Other	4.00	0.00	4.00
Total Automotive	156.50	184.32	2,568.53
Cost Share Expenditures			
CREP			
CREP FY 22	0.00	0.00	1,983.27
CREP Transfer FY20 to FY21	0.00	0.00	32,833.55
Total CREP	0.00	0.00	34,816.82
VACS			
FY 22 CB VACS	0.00	0.00	25,703.30
FY 23 CB VACS	0.00	0.00	48,867.37
FY 24 CB VACS	0.00	6,964.70	6,964.70
Total VACS	0.00	6,964.70	81,535.37
Total Cost Share Expenditures	0.00	6,964.70	116,352.19
Dedicated Funds Expenditures			
Equipment & Storage	0.00	0.00	19,800.93
Furniture & Fixtures	0.00	0.00	6,975.00
Vehicle Purchase / Replacement	0.00	0.00	115,568.08

1:41 PM
01/11/24
Cash BasisTri - County / City Soil & Water Conservation District
Profit & Loss by Month & Year to Date
December 2023

	Dec 23	Nov 23	Jul - Dec 23
Total Dedicated Funds Expenditures	0.00	0.00	142,344.01
Director Expense			
Travel / Training / Meals	1,907.62	196.44	2,246.06
Total Director Expense	1,907.62	196.44	2,246.06
District Outreach			
Donations & Sponsorships	0.00	0.00	150.00
Outreach Supplies	0.00	115.00	1,203.66
Total District Outreach	0.00	115.00	1,353.66
Education Costs			
Education Materials/Supplies	0.00	0.00	3.98
Envirothon	648.93	434.00	1,082.93
Other Education Expenditures	0.00	0.00	149.99
Total Education Costs	648.93	434.00	1,236.90
Membership Fees			
Farm Bureau	0.00	40.00	40.00
NACD	0.00	0.00	775.00
VASWCD & VACDE	0.00	0.00	3,692.00
Total Membership Fees	0.00	40.00	4,507.00
Office Operations			
Equipment Repair & Maintenance	309.82	361.53	1,445.30
Fees	97.93	134.99	307.10
Furniture & Equipment			
Computer Server	615.00	0.00	615.00
Field Equipment	0.00	0.00	415.82
Furniture & Equipment - Other	0.00	0.00	1,179.32
Total Furniture & Equipment	615.00	0.00	2,210.14
Insurance - Business Owners	0.00	2.00	2.00
Office Cleaning	350.00	875.00	2,750.00
Office Services	15.99	15.99	554.40
Office Supplies / Expense	231.95	322.40	2,049.27
Postage	0.00	0.00	146.28
QuickBooks Software	0.00	0.00	550.00
Rent			
Office Space Rental	2,000.00	2,000.00	12,166.67
Shed Rental	87.00	87.00	318.69
Total Rent	2,087.00	2,087.00	12,485.36
Utilities	553.28	1,363.28	4,119.10
Total Office Operations	4,260.97	5,162.19	26,618.95
Payroll Expenses			
Disability (Short/Long Term)	103.63	71.46	561.57
Group Life Insurance (VRS)	263.00	181.35	1,425.23
Health Insurance	3,760.00	3,760.00	22,491.00
QBs Payroll Fees	18.00	24.00	122.00
Retirement (VRS)			
IMARC-RC VRS Liability	196.26	135.34	1,063.60
Retirement (VRS) - Other	693.35	471.00	3,652.79
Total Retirement (VRS)	889.61	606.34	4,716.39
Salary Wages	19,626.66	16,533.34	109,360.00
Social Security and Medicare	1,501.44	1,264.80	8,366.04
VA Employment Commission	7.04	0.00	12.24
Workmen's Comp Insurance	0.00	0.00	-96.00
Total Payroll Expenses	26,169.38	22,441.29	146,958.47
Staff Travel & Training			
Annual Meeting Lodging & Meals	2,084.08	0.00	2,084.08
Annual Meeting Registration	0.00	0.00	2,317.00
Conservation Specialist	300.00	50.00	1,162.28
District Manager	0.00	0.00	72.95
Education Coordinator	22.00	25.00	513.14

1:41 PM
01/11/24
Cash Basis

Tri - County / City Soil & Water Conservation District
Profit & Loss by Month & Year to Date
December 2023

	<u>Dec 23</u>	<u>Nov 23</u>	<u>Jul - Dec 23</u>
Operations Manager	<u>0.00</u>	<u>25.00</u>	<u>406.14</u>
Staff Mileage Personal Vehicle	<u>505.01</u>	<u>0.00</u>	<u>561.34</u>
Total Staff Travel & Training	<u>2,911.09</u>	<u>100.00</u>	<u>7,116.93</u>
VCAP			
VCAP Cost Share	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
VCAP TA	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total VCAP	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expense	<u>36,054.49</u>	<u>35,637.94</u>	<u>451,352.70</u>
Net Income	<u>421,966.43</u>	<u>4,378.37</u>	<u>885,701.17</u>

1:44 PM
01/11/24
Cash BasisTri - County / City Soil & Water Conservation District
Profit & Loss Budget vs. Actual
July through December 2023

	Jul - Dec 23	Budget	% of Budget
Income			
Dedicated Funds			
Link Scholarship Fund	300.00	0.00	100.0%
Total Dedicated Funds	300.00	0.00	100.0%
Local/Government Funds			
City of Fredericksburg	2,000.00	2,000.00	100.0%
King George County	27,500.00	55,000.00	50.0%
Spotsylvania County	27,500.00	55,000.00	50.0%
Stafford County	20,447.00	40,894.00	50.0%
Total Local/Government Funds	77,447.00	152,894.00	50.7%
Other Income	12,501.00		
Self-Generating Funds			
Operations Bank Interest	40.38	50.00	80.8%
Rain Barrel Sales	255.00	85.00	300.0%
YouthConservationCamp Donations	200.00	300.00	66.7%
Total Self-Generating Funds	495.38	435.00	113.9%
State Operation Funds - DCR			
Administration & Operations			
Admin & Ops Operational Funds	106,490.00		
Base T/A	65,000.00	78,789.00	82.5%
CB RMP TA	0.00	124.00	0.0%
VNRCE Additional TA	114,172.20	158,252.00	72.1%
Administration & Operations - Other	0.00	212,908.00	0.0%
Total Administration & Operations	285,662.20	450,073.00	63.5%
Cost Share Income			
CB VACS			
FY 23 CB VACS	42,103.97		
FY 24 CB VACS	918,500.00		
VACS Interest	44.32		
Total CB VACS	960,648.29		
Total Cost Share Income	960,648.29		
Total State Operation Funds - DCR	1,246,310.49	450,073.00	276.9%
Total Income	1,337,053.87	603,402.00	221.6%
Gross Profit	1,337,053.87	603,402.00	221.6%
Expense			
Annual Mtg Spouse Meals Reimbur	50.00		
Automotive			
Gasoline	739.80	3,000.00	24.7%
Repair / Maintenance	642.73	3,000.00	21.4%
Vehicle Insurance (VACCS)	1,182.00	350.00	337.7%
Automotive - Other	4.00		
Total Automotive	2,568.53	6,350.00	40.4%
Cost Share Expenditures			
CREP			
CREP FY 22	1,983.27		
CREP Transfer FY20 to FY21	32,833.55		
Total CREP	34,816.82		
VACS			
FY 22 CB VACS	25,703.30		
FY 23 CB VACS	48,867.37		

1:44 PM
01/11/24
Cash BasisTri - County / City Soil & Water Conservation District
Profit & Loss Budget vs. Actual
July through December 2023

	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>% of Budget</u>
<u>FY 24 CB VACS</u>	<u>6,964.70</u>		
<u>Total VACS</u>	<u>81,535.37</u>		
<u>Total Cost Share Expenditures</u>	<u>116,352.19</u>		
<u>Dedicated Funds Expenditures</u>			
<u>Equipment & Storage</u>	<u>19,800.93</u>		
<u>Furniture & Fixtures</u>	<u>6,975.00</u>		
<u>Vehicle Purchase / Replacement</u>	<u>115,568.08</u>	<u>53,000.00</u>	<u>218.1%</u>
<u>Total Dedicated Funds Expenditures</u>	<u>142,344.01</u>	<u>53,000.00</u>	<u>268.6%</u>
<u>Director Expense</u>			
<u>Travel / Training / Meals</u>	<u>2,246.06</u>	<u>6,500.00</u>	<u>34.6%</u>
<u>Total Director Expense</u>	<u>2,246.06</u>	<u>6,500.00</u>	<u>34.6%</u>
<u>District Outreach</u>			
<u>4-H Show & Sale</u>	<u>0.00</u>	<u>250.00</u>	<u>0.0%</u>
<u>Community Event</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.0%</u>
<u>Donations & Sponsorships</u>	<u>150.00</u>	<u>300.00</u>	<u>50.0%</u>
<u>Fundrasiers</u>	<u>0.00</u>	<u>745.00</u>	<u>0.0%</u>
<u>Outreach Supplies</u>	<u>1,203.66</u>	<u>3,500.00</u>	<u>34.4%</u>
<u>Total District Outreach</u>	<u>1,353.66</u>	<u>5,795.00</u>	<u>23.4%</u>
<u>Education Costs</u>			
<u>Aspen Grove Field Day</u>	<u>0.00</u>	<u>300.00</u>	<u>0.0%</u>
<u>Education Materials/Supplies</u>	<u>3.98</u>	<u>650.00</u>	<u>0.6%</u>
<u>Envirothon</u>	<u>1,082.93</u>	<u>750.00</u>	<u>144.4%</u>
<u>Link Scholarship Recipient</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.0%</u>
<u>Other Education Expenditures</u>	<u>149.99</u>	<u>100.00</u>	<u>150.0%</u>
<u>Youth Conservation Camp</u>	<u>0.00</u>	<u>1,100.00</u>	<u>0.0%</u>
<u>Total Education Costs</u>	<u>1,236.90</u>	<u>3,900.00</u>	<u>31.7%</u>
<u>Membership Fees</u>			
<u>Farm Bureau</u>	<u>40.00</u>	<u>40.00</u>	<u>100.0%</u>
<u>Miscellaneous Membership</u>	<u>0.00</u>	<u>100.00</u>	<u>0.0%</u>
<u>NACD</u>	<u>775.00</u>	<u>775.00</u>	<u>100.0%</u>
<u>VASWCD & VACDE</u>	<u>3,692.00</u>	<u>3,500.00</u>	<u>105.5%</u>
<u>Total Membership Fees</u>	<u>4,507.00</u>	<u>4,415.00</u>	<u>102.1%</u>
<u>Office Operations</u>			
<u>Equipment Repair & Maintenance</u>	<u>1,445.30</u>	<u>2,300.00</u>	<u>62.8%</u>
<u>Fees</u>	<u>307.10</u>	<u>0.00</u>	<u>100.0%</u>
<u>Furniture & Equipment</u>			
<u>Computer Server</u>	<u>615.00</u>	<u>16,000.00</u>	<u>3.8%</u>
<u>Field Equipment</u>	<u>415.82</u>	<u>1,500.00</u>	<u>27.7%</u>
<u>Furniture & Equipment</u>	<u>0.00</u>	<u>7,900.00</u>	<u>0.0%</u>
<u>Furniture & Equipment - Other</u>	<u>1,179.32</u>	<u>0.00</u>	<u>100.0%</u>
<u>Total Furniture & Equipment</u>	<u>2,210.14</u>	<u>25,400.00</u>	<u>8.7%</u>
<u>Insurance - Business Owners</u>	<u>2.00</u>	<u>400.00</u>	<u>0.5%</u>
<u>Office Cleaning</u>	<u>2,750.00</u>	<u>4,725.00</u>	<u>58.2%</u>
<u>Office Services</u>			
<u>Human Resource Consultant</u>	<u>0.00</u>	<u>10,000.00</u>	<u>0.0%</u>
<u>Office Services - Other</u>	<u>554.40</u>	<u>2,000.00</u>	<u>27.7%</u>
<u>Total Office Services</u>	<u>554.40</u>	<u>12,000.00</u>	<u>4.6%</u>
<u>Office Supplies / Expense</u>	<u>2,049.27</u>	<u>5,000.00</u>	<u>41.0%</u>
<u>Postage</u>	<u>146.28</u>	<u>750.00</u>	<u>19.5%</u>
<u>QuickBooks Software</u>	<u>550.00</u>	<u>1,800.00</u>	<u>30.6%</u>
<u>Rent</u>			
<u>Meeting Space</u>	<u>0.00</u>	<u>600.00</u>	<u>0.0%</u>
<u>Office Space Rental</u>	<u>12,166.67</u>	<u>24,000.00</u>	<u>50.7%</u>

1:44 PM
01/11/24
Cash Basis

Tri - County / City Soil & Water Conservation District
Profit & Loss Budget vs. Actual
July through December 2023

	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>% of Budget</u>
<u>Shed Rental</u>	<u>318.69</u>	<u>2,000.00</u>	<u>15.9%</u>
<u>Total Rent</u>	<u>12,485.36</u>	<u>26,600.00</u>	<u>46.9%</u>
<u>Utilities</u>	<u>4,119.10</u>	<u>7,500.00</u>	<u>54.9%</u>
<u>Website Management</u>	<u>0.00</u>	<u>120.00</u>	<u>0.0%</u>
<u>Total Office Operations</u>	<u>26,618.95</u>	<u>86,595.00</u>	<u>30.7%</u>
<u>Payroll Expenses</u>			
<u>Disability (Short/Long Term)</u>	<u>561.57</u>	<u>1,497.00</u>	<u>37.5%</u>
<u>Group Life Insurance (VRS)</u>	<u>1,425.23</u>	<u>3,799.00</u>	<u>37.5%</u>
<u>Health Insurance</u>	<u>22,491.00</u>	<u>60,240.00</u>	<u>37.3%</u>
<u>QBs Payroll Fees</u>	<u>122.00</u>	<u>750.00</u>	<u>16.3%</u>
<u>Retirement (VRS)</u>			
<u>IMARC-RC VRS Liability</u>	<u>1,063.60</u>		
<u>Retirement (VRS) - Other</u>	<u>3,652.79</u>	<u>23,165.00</u>	<u>15.8%</u>
<u>Total Retirement (VRS)</u>	<u>4,716.39</u>	<u>23,165.00</u>	<u>20.4%</u>
<u>Salary Wages</u>	<u>109,360.00</u>	<u>283,540.00</u>	<u>38.6%</u>
<u>Social Security and Medicare</u>	<u>8,366.04</u>	<u>21,691.00</u>	<u>38.6%</u>
<u>VA Employment Commission</u>	<u>12.24</u>	<u>42.00</u>	<u>29.1%</u>
<u>Workmen's Comp Insurance</u>	<u>-96.00</u>	<u>900.00</u>	<u>-10.7%</u>
<u>Total Payroll Expenses</u>	<u>146,958.47</u>	<u>395,624.00</u>	<u>37.1%</u>
<u>Staff Travel & Training</u>			
<u>Annual Meeting Lodging & Meals</u>	<u>2,084.08</u>	<u>1,600.00</u>	<u>130.3%</u>
<u>Annual Meeting Registration</u>	<u>2,317.00</u>	<u>900.00</u>	<u>257.4%</u>
<u>Conservation Specialist</u>	<u>1,162.28</u>	<u>4,500.00</u>	<u>25.8%</u>
<u>District Manager</u>	<u>72.95</u>	<u>675.00</u>	<u>10.8%</u>
<u>Education Coordinator</u>	<u>513.14</u>	<u>1,000.00</u>	<u>51.3%</u>
<u>Operations Manager</u>	<u>406.14</u>	<u>1,000.00</u>	<u>40.6%</u>
<u>Staff Mileage Personal Vehicle</u>	<u>561.34</u>	<u>2,000.00</u>	<u>28.1%</u>
<u>Total Staff Travel & Training</u>	<u>7,116.93</u>	<u>11,675.00</u>	<u>61.0%</u>
<u>Total Expense</u>	<u>451,352.70</u>	<u>573,854.00</u>	<u>78.7%</u>
<u>Net Income</u>	<u>885,701.17</u>	<u>29,548.00</u>	<u>2,997.5%</u>

1:01 PM

01/11/24

Tri - County / City Soil & Water Conservation District

Reconciliation SummaryOperations Checking - 8191, Period Ending 12/29/2023

	<u>Dec 29, 23</u>
<u>Beginning Balance</u>	<u>480,484.83</u>
<u>Cleared Transactions</u>	
<u>Checks and Payments - 27 it...</u>	<u>-26,462.19</u>
<u>Deposits and Credits - 12 ite...</u>	<u>141,012.15</u>
<u>Total Cleared Transactions</u>	<u>114,549.96</u>
<u>Cleared Balance</u>	<u>595,034.79</u>
<u>Uncleared Transactions</u>	
<u>Checks and Payments - 16 it...</u>	<u>-9,735.04</u>
<u>Total Uncleared Transactions</u>	<u>-9,735.04</u>
<u>Register Balance as of 12/29/2023</u>	<u>585,299.75</u>
<u>New Transactions</u>	
<u>Checks and Payments - 15 it...</u>	<u>-17,513.85</u>
<u>Total New Transactions</u>	<u>-17,513.85</u>
<u>Ending Balance</u>	<u>567,785.90</u>

1:01 PM
01/11/24

Tri - County / City Soil & Water Conservation District

Reconciliation Detail

Operations Checking - 8191, Period Ending 12/29/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						480,484.83
Cleared Transactions						
Checks and Payments - 27 Items						
Liability Check	09/25/2023	3314	VACORP	X	-96.62	-96.62
Check	11/14/2023	3327	Falcon Realty Inves...	X	-2,000.00	-2,096.62
Check	11/21/2023	3332	Howe, John*	X	-53.71	-2,150.33
Check	11/22/2023	3333	VA Farm Bureau In...	X	-2.00	-2,152.33
Check	11/28/2023	3338	Falcon Realty Inves...	X	-939.42	-3,091.75
Check	11/28/2023	3335	Stone's Office Equi...	X	-361.53	-3,453.28
Check	11/28/2023	3337	VA Forage & Grass...	X	-100.00	-3,553.28
Check	11/28/2023	3336	VA Farm Bureau Fe...	X	-40.00	-3,593.28
Liability Check	12/10/2023	E-pay	EFTPS	X	-2,329.42	-5,922.70
Liability Check	12/10/2023	E-pay	VA Department of ...	X	-414.00	-6,336.70
Liability Check	12/11/2023	Debit	ICMA-RC/ Mission ...	X	-196.26	-6,532.96
Liability Check	12/11/2023	Debit	ICMA-RC/ Mission ...	X	-13.48	-6,546.44
Check	12/12/2023	3342	Infinity Technologies	X	-615.00	-7,161.44
Check	12/12/2023	3343	Watkins Cleaning S...	X	-350.00	-7,511.44
Liability Check	12/14/2023		QuickBooks Payroll ...	X	-7,316.48	-14,827.92
Liability Check	12/24/2023	E-pay	EFTPS	X	-2,329.46	-17,157.38
Liability Check	12/24/2023	E-pay	VA Department of ...	X	-414.00	-17,571.38
Check	12/26/2023	Debit	Comcast Business	X	-273.74	-17,845.12
Check	12/26/2023	Debit	Truist Bank	X	-238.61	-18,083.73
Check	12/26/2023	Debit	Truist Bank	X	-224.90	-18,308.63
Check	12/26/2023	Debit	Truist Bank	X	-217.53	-18,526.16
Check	12/26/2023	Debit	Truist Bank	X	-217.53	-18,743.69
Liability Check	12/26/2023	Debit	ICMA-RC/ Mission ...	X	-196.26	-18,939.95
Check	12/26/2023	3352	Morgan, Madison	X	-123.80	-19,063.75
Check	12/26/2023	3351	Rauch, Jeremy	X	-68.50	-19,132.25
Liability Check	12/26/2023	Debit	ICMA-RC/ Mission ...	X	-13.48	-19,145.73
Liability Check	12/28/2023		QuickBooks Payroll ...	X	-7,316.46	-26,462.19
Total Checks and Payments					-26,462.19	-26,462.19
Deposits and Credits - 12 Items						
Deposit	12/12/2023			X	89.51	89.51
Paycheck	12/15/2023	DD1767	Morgan, Madison M	X	0.00	89.51
Paycheck	12/15/2023	DD1766	Davis, Renee B	X	0.00	89.51
Paycheck	12/15/2023	DD1765	Coleman, Courtney L	X	0.00	89.51
Paycheck	12/15/2023	DD1768	Rauch, Jeremy R	X	0.00	89.51
Deposit	12/15/2023			X	140,918.00	141,007.51
Check	12/26/2023	3350	Rauch, Jeremy	X	0.00	141,007.51
Paycheck	12/29/2023	DD1770	Davis, Renee B	X	0.00	141,007.51
Paycheck	12/29/2023	DD1769	Coleman, Courtney L	X	0.00	141,007.51
Paycheck	12/29/2023	DD1771	Morgan, Madison M	X	0.00	141,007.51
Paycheck	12/29/2023	DD1772	Rauch, Jeremy R	X	0.00	141,007.51
Deposit	12/29/2023			X	4.64	141,012.15
Total Deposits and Credits					141,012.15	141,012.15
Total Cleared Transactions					114,549.96	114,549.96
Cleared Balance					114,549.96	595,034.79
Uncleared Transactions						
Checks and Payments - 16 Items						
Liability Check	10/30/2023	3324	VACORP		-96.62	-96.62
Liability Check	11/27/2023	3334	VACORP		-71.46	-168.08
Check	12/12/2023	3339	Anthem Blue Cross...		-3,760.00	-3,928.08
Check	12/12/2023	3340	Falcon Realty Inves...		-2,000.00	-5,928.08
Check	12/12/2023	3341	Praesidium Screening		-97.93	-6,026.01
Check	12/26/2023	3354	Southern Copier Sa...		-309.82	-6,335.83
Check	12/26/2023	3348	Miller, Wayne *		-281.55	-6,617.38
Check	12/26/2023	3346	Koch, Charles*		-253.04	-6,870.42
Check	12/26/2023	3353	Verizon		-238.37	-7,108.79
Check	12/26/2023	3349	Coleman, Courtney		-203.05	-7,311.84
Check	12/26/2023	3347	Davis, Renee		-178.16	-7,490.00
Check	12/26/2023	3345	Treasurer of Virgini...		-150.00	-7,640.00
Check	12/26/2023	3344	Treasurer of Virgini...		-150.00	-7,790.00
Check	12/26/2023	3355	Knights of Columbus		-100.00	-7,890.00
Liability Check	12/27/2023	Debit	Treasurer of Virgini...		-1,741.41	-9,631.41
Liability Check	12/27/2023	3356	VACORP		-103.63	-9,735.04
Total Checks and Payments					-9,735.04	-9,735.04
Total Uncleared Transactions					-9,735.04	-9,735.04
Register Balance as of 12/29/2023					104,814.92	585,299.75
New Transactions						
Checks and Payments - 15 Items						
Check	01/08/2024	3357	Stevenson Ridge LLC		-1,500.00	-1,500.00
Check	01/08/2024	3360	Fredericksburg Pres...		-600.00	-2,100.00
Check	01/08/2024	3359	Infinity Technologies		-475.00	-2,575.00
Check	01/08/2024	3358	Fredericksburg City...		-25.00	-2,600.00
Liability Check	01/08/2024	E-pay	VA Employment Co...		-7.04	-2,607.04
Liability Check	01/09/2024	EFTPS	EFTPS		-2,288.44	-4,895.48
Liability Check	01/09/2024	E-pay	VA Department of ...		-414.00	-5,309.48
Liability Check	01/09/2024	Debit	ICMA-RC/ Mission ...		-196.26	-5,505.74
Liability Check	01/09/2024	Debit	ICMA-RC/ Mission ...		-13.48	-5,519.22
Liability Check	01/11/2024		QuickBooks Payroll ...		-7,357.47	-12,876.69
Check	01/11/2024	Debit	Truist Bank		-3,311.31	-16,188.00
Check	01/11/2024	Debit	Truist Bank		-871.84	-17,059.84
Check	01/11/2024	Debit	Truist Bank		-108.00	-17,167.84
Check	01/11/2024	Debit	Truist Bank		-51.50	-17,219.34
Check	01/26/2024	Debit	Comcast Business		-294.51	-17,513.85
Total Checks and Payments					-17,513.85	-17,513.85
Total New Transactions					-17,513.85	-17,513.85
Ending Balance					87,301.07	567,785.90

12:42 PM

01/11/24



Tri - County / City Soil & Water Conservation District

Reconciliation Summary

Operations MM - 6355, Period Ending 12/31/2023

	<u>Dec 31, 23</u>
<u>Beginning Balance</u>	<u>283,196.21</u>
<u>Cleared Transactions</u>	
<u>Deposits and Credits - 1 item</u>	<u>2.41</u>
<u>Total Cleared Transactions</u>	<u>2.41</u>
<u>Cleared Balance</u>	<u>283,198.62</u>
<u>Register Balance as of 12/31/2023</u>	<u>283,198.62</u>
<u>Ending Balance</u>	<u>283,198.62</u>

12:42 PM

01/11/24

Tri - County / City Soil & Water Conservation District

Reconciliation Detail

Operations MM - 6355, Period Ending 12/31/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<u>Beginning Balance</u>						<u>283,196.21</u>
<u>Cleared Transactions</u>						
<u>Deposits and Credits - 1 item</u>						
<u>Deposit</u>	<u>12/29/2023</u>			<u>X</u>	<u>2.41</u>	<u>2.41</u>
<u>Total Deposits and Credits</u>					<u>2.41</u>	<u>2.41</u>
<u>Total Cleared Transactions</u>					<u>2.41</u>	<u>2.41</u>
<u>Cleared Balance</u>					<u>2.41</u>	<u>283,198.62</u>
<u>Register Balance as of 12/31/2023</u>					<u>2.41</u>	<u>283,198.62</u>
<u>Ending Balance</u>					<u>2.41</u>	<u>283,198.62</u>

1:20 PM
01/11/24



Tri - County / City Soil & Water Conservation District
Reconciliation Summary
Cost Share Checking - 0016, Period Ending 12/29/2023

	<u>Dec 29, 23</u>
<u>Beginning Balance</u>	<u>1,057,483.48</u>
<u>Cleared Transactions</u>	
<u>Checks and Payments - 2 it...</u>	<u>-6,964.70</u>
<u>Deposits and Credits - 2 items</u>	<u>317,010.42</u>
<u>Total Cleared Transactions</u>	<u>310,045.72</u>
<u>Cleared Balance</u>	<u>1,367,529.20</u>
<u>Register Balance as of 12/29/2023</u>	<u>1,367,529.20</u>
<u>Ending Balance</u>	<u>1,367,529.20</u>

1:20 PM
01/11/24

Tri - County / City Soil & Water Conservation District
Reconciliation Detail
Cost Share Checking - 0016, Period Ending 12/29/2023

Type	Date	Num	Name	Clr	Amount	Balance
<u>Beginning Balance</u>						<u>1,057,483.48</u>
<u>Cleared Transactions</u>						
<u>Checks and Payments - 2 items</u>						
Check	11/09/2023	2137	Charity Hill Farm ...	X	-207.20	-207.20
Check	11/30/2023	2138	J.R. & J.G. Goodw...	X	-6,757.50	-6,964.70
<u>Total Checks and Payments</u>					<u>-6,964.70</u>	<u>-6,964.70</u>
<u>Deposits and Credits - 2 items</u>						
Deposit	12/15/2023			X	317,000.00	317,000.00
Deposit	12/29/2023			X	10.42	317,010.42
<u>Total Deposits and Credits</u>					<u>317,010.42</u>	<u>317,010.42</u>
<u>Total Cleared Transactions</u>					<u>310,045.72</u>	<u>310,045.72</u>
<u>Cleared Balance</u>					<u>310,045.72</u>	<u>1,367,529.20</u>
<u>Register Balance as of 12/29/2023</u>					<u>310,045.72</u>	<u>1,367,529.20</u>
<u>Ending Balance</u>					<u>310,045.72</u>	<u>1,367,529.20</u>

12:40 PM



01/11/24

Tri - County / City Soil & Water Conservation District

Reconciliation Summary

Cost Share MM - 6347, Period Ending 12/29/2023

	<u>Dec 29, 23</u>
<u>Beginning Balance</u>	<u>52,838.39</u>
<u>Cleared Transactions</u>	
<u>Deposits and Credits - 1 item</u>	<u>0.45</u>
<u>Total Cleared Transactions</u>	<u>0.45</u>
<u>Cleared Balance</u>	<u>52,838.84</u>
<u>Register Balance as of 12/29/2023</u>	<u>52,838.84</u>
<u>Ending Balance</u>	<u>52,838.84</u>

12:40 PM

Tri - County / City Soil & Water Conservation District

01/11/24

Reconciliation Detail

Cost Share MM - 6347, Period Ending 12/29/2023

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						52,838.39
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	12/29/2023			X	0.45	0.45
Total Deposits and Credits					0.45	0.45
Total Cleared Transactions					0.45	0.45
Cleared Balance					0.45	52,838.84
Register Balance as of 12/29/2023					0.45	52,838.84
Ending Balance					0.45	52,838.84

10:15 AM

01/11/24

Tri - County / City Soil & Water Conservation District

Reconciliation Summary

VISA Card * 6605 Coleman, Period Ending 01/02/2024

	<u>Jan 2, 24</u>
<u>Beginning Balance</u>	<u>224.90</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 3 items</u>	<u>-108.00</u>
<u>Payments and Credits - 1 item</u>	<u>224.90</u>
<u>Total Cleared Transactions</u>	<u>116.90</u>
<u>Cleared Balance</u>	<u>108.00</u>
<u>Register Balance as of 01/02/2024</u>	<u>108.00</u>
<u>Ending Balance</u>	<u>108.00</u>

10:15 AM

Tri - County / City Soil & Water Conservation District

01/11/24

Reconciliation Detail

VISA Card * 6605 Coleman, Period Ending 01/02/2024

Type	Date	Num	Name	Clr	Amount	Balance
<u>Beginning Balance</u>						<u>224.90</u>
<u>Cleared Transactions</u>						
<u>Charges and Cash Advances - 3 items</u>						
<u>Credit Card Cha...</u>	<u>12/01/2023</u>		<u>WaWa</u>	<u>X</u>	<u>-64.00</u>	<u>-64.00</u>
<u>Credit Card Cha...</u>	<u>12/03/2023</u>		<u>Benny's Pizza</u>	<u>X</u>	<u>-7.00</u>	<u>-71.00</u>
<u>Credit Card Cha...</u>	<u>12/06/2023</u>		<u>Marriott</u>	<u>X</u>	<u>-37.00</u>	<u>-108.00</u>
<u>Total Charges and Cash Advances</u>					<u>-108.00</u>	<u>-108.00</u>
<u>Payments and Credits - 1 item</u>						
<u>Check</u>	<u>12/26/2023</u>	<u>Debit</u>	<u>Truist Bank</u>	<u>X</u>	<u>224.90</u>	<u>224.90</u>
<u>Total Cleared Transactions</u>					<u>116.90</u>	<u>116.90</u>
<u>Cleared Balance</u>					<u>-116.90</u>	<u>108.00</u>
<u>Register Balance as of 01/02/2024</u>					<u>-116.90</u>	<u>108.00</u>
<u>Ending Balance</u>					<u>-116.90</u>	<u>108.00</u>

4:35 PM
01/10/24



Tri - County / City Soil & Water Conservation District

Reconciliation Summary

VISA Card *1870 Davis, Period Ending 01/02/2024

	<u>Jan 2, 24</u>
<u>Beginning Balance</u>	<u>217.53</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 17 it...</u>	<u>-3,528.84</u>
<u>Payments and Credits - 2 items</u>	<u>435.06</u>
<u>Total Cleared Transactions</u>	<u>-3,093.78</u>
<u>Cleared Balance</u>	<u>3,311.31</u>
<u>Register Balance as of 01/02/2024</u>	<u>3,311.31</u>
<u>Ending Balance</u>	<u>3,311.31</u>

4:35 PM
01/10/24

Tri - County / City Soil & Water Conservation District

Reconciliation Detail

VISA Card *1870 Davis, Period Ending 01/02/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						217.53
Cleared Transactions						
Charges and Cash Advances - 17 items						
Credit Card Cha...	12/01/2023		Primo Water (Cry...	X	-2.06	-2.06
Credit Card Cha...	12/02/2023		Primo Water (Cry...	X	-37.05	-39.11
Credit Card Cha...	12/03/2023		Marriott	X	-484.35	-523.46
Credit Card Cha...	12/03/2023		Marriott	X	-425.85	-949.31
Credit Card Cha...	12/03/2023		Marriott	X	-425.85	-1,375.16
Credit Card Cha...	12/03/2023		Marriott	X	-378.15	-1,753.31
Credit Card Cha...	12/03/2023		Marriott	X	-378.15	-2,131.46
Credit Card Cha...	12/03/2023		Marriott	X	-378.15	-2,509.61
Credit Card Cha...	12/03/2023		Marriott	X	-333.43	-2,843.04
Credit Card Cha...	12/03/2023		Marriott	X	-283.90	-3,126.94
Credit Card Cha...	12/03/2023		Marriott	X	-212.88	-3,339.82
Credit Card Cha...	12/03/2023		Public Storage	X	-87.00	-3,426.82
Credit Card Cha...	12/06/2023		Marriott	X	-39.00	-3,465.82
Credit Card Cha...	12/13/2023		Amazon	X	-26.97	-3,492.79
Credit Card Cha...	12/20/2023		Intuit QuickBooks	X	-18.00	-3,510.79
Credit Card Cha...	12/25/2023		Zoom Video Com...	X	-15.99	-3,526.78
Credit Card Cha...	12/29/2023		Primo Water (Cry...	X	-2.06	-3,528.84
Total Charges and Cash Advances					-3,528.84	-3,528.84
Payments and Credits - 2 items						
Check	12/26/2023	Debit	Truist Bank	X	217.53	217.53
Check	12/26/2023	Debit	Truist Bank	X	217.53	435.06
Total Cleared Transactions					-3,093.78	-3,093.78
Cleared Balance					3,093.78	3,311.31
Register Balance as of 01/02/2024					3,093.78	3,311.31
Ending Balance					3,093.78	3,311.31

11:59 AM
01/11/24



Tri - County / City Soil & Water Conservation District
Reconciliation Summary
VISA Card *5774 Morgan, Period Ending 01/02/2024

	Jan 2, 24
<u>Beginning Balance</u>	<u>238.61</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 7 it...</u>	<u>-871.84</u>
<u>Payments and Credits - 1 item</u>	<u>238.61</u>
<u>Total Cleared Transactions</u>	<u>-633.23</u>
<u>Cleared Balance</u>	<u>871.84</u>
<u>Uncleared Transactions</u>	
<u>Charges and Cash Advances - 1 it...</u>	<u>-149.99</u>
<u>Total Uncleared Transactions</u>	<u>-149.99</u>
<u>Register Balance as of 01/02/2024</u>	<u>1,021.83</u>
<u>Ending Balance</u>	<u>1,021.83</u>

11:59 AM

Tri - County / City Soil & Water Conservation District

01/11/24

Reconciliation DetailVISA Card *5774 Morgan, Period Ending 01/02/2024

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						<u>238.61</u>
Cleared Transactions						
Charges and Cash Advances - 7 items						
Credit Card Cha...	11/30/2023		7 Eleven	X	-50.03	-50.03
Credit Card Cha...	12/01/2023		Forestry Supplier...	X	-648.93	-698.96
Credit Card Cha...	12/03/2023		Benny's Pizza	X	-6.90	-705.86
Credit Card Cha...	12/06/2023		Marriott	X	-39.00	-744.86
Credit Card Cha...	12/12/2023		VA Project Learni...	X	-11.00	-755.86
Credit Card Cha...	12/12/2023		VA Project Learni...	X	-11.00	-766.86
Credit Card Cha...	12/15/2023		Lowe's Home Cen...	X	-104.98	-871.84
Total Charges and Cash Advances					-871.84	-871.84
Payments and Credits - 1 item						
Check	12/26/2023	Debit	Truist Bank	X	238.61	238.61
Total Cleared Transactions					-633.23	-633.23
Cleared Balance					633.23	871.84
Uncleared Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	10/13/2023		Adobe Software		-149.99	-149.99
Total Charges and Cash Advances					-149.99	-149.99
Total Uncleared Transactions					-149.99	-149.99
Register Balance as of 01/02/2024					783.22	1,021.83
Ending Balance					783.22	1,021.83

9:36 AM
01/11/24



Tri - County / City Soil & Water Conservation District
Reconciliation Summary
VISA Card *4814 Rauch, Period Ending 01/02/2024

	<u>Jan 2, 24</u>
<u>Beginning Balance</u>	<u>0.00</u>
<u>Cleared Transactions</u>	
<u>Charges and Cash Advances - 1 item</u>	<u>-51.50</u>
<u>Total Cleared Transactions</u>	<u>-51.50</u>
<u>Cleared Balance</u>	<u>51.50</u>
<u>Register Balance as of 01/02/2024</u>	<u>51.50</u>
<u>Ending Balance</u>	<u>51.50</u>

9:36 AM
01/11/24

Tri - County / City Soil & Water Conservation District

Reconciliation Detail

VISA Card *4814 Rauch, Period Ending 01/02/2024

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Charges and Cash Advances - 1 item						
Credit Card Cha...	12/26/2023		WaWa	X	-51.50	-51.50
Total Charges and Cash Advances					-51.50	-51.50
Total Cleared Transactions					-51.50	-51.50
Cleared Balance					51.50	51.50
Register Balance as of 01/02/2024					51.50	51.50
Ending Balance					51.50	51.50



Tri County City Soil & Water Conservation District

**Credit Card Policy and Credit Card User Agreement
Financial Policy Addendum**

TRI-COUNTY /CITY SOIL & WATER CONSERVATION DISTRICT

This document is part of the Tri-County/City Soil & Water Conservation District (TCCSWCD) Financial Policy and will be reviewed yearly and signed by District staff who are holders of the District credit card.

Credit Card Policy and Credit Card User Agreement

Original Adoption Date: May 20, 2022, Motion #12

Amended Date(s): January 19, 2024, Motion # _____

TCCSWCD has obtained Business Credit Cards from TRUIST Bank. Individual credit card numbers are identified in the Credit Card Authorized User Agreement. The purpose of these credit cards is for authorized TCCSWCD employees to make necessary business purchases associated with carrying out Soil & Water Conservation District programs and office operations.

The objective of this Credit Card Policy is to ensure that all authorized users understand the Policy and Procedures. Authorized users are employees who have the Approval of the Personnel Committee to receive a District credit card. The Board of Directors will approve final issuance of all credit cards.

Use of the credit card must be controlled and limited to business use ONLY. The credit card shall not be used for any personal expenses on the part of employees, directors, or associate directors, with or without the intention of reimbursing the Soil & Water Conservation District (SWCD). Any violation shall be referred to the TCCSWCD Personnel Committee and/or Finance Committee and appropriate action will be taken.

The limit for credit cards will not exceed:

- ☐ \$10,000 for card *1870 Davis
- ☐ \$2,500.00 each for all other cards issued.



Tri County City Soil & Water Conservation District

**Credit Card Policy and Credit Card User Agreement
Financial Policy Addendum**

- It is NOT the intent of this policy that the credit card displaces the normal procurement process.
- All purchases shall be consistent with TCCSWCD's current Purchasing Policy and with the approved fiscal year TCCSWCD Budget.
- Debit use of the credit card is not allowed.
- Cash advances are not allowed on the credit card.
- Individual employees will be assigned a business credit card, for which each is responsible.
- The following purchases may be made with the credit card, taking into consideration the current Purchasing Policy and approved SWCD Budget:
 - ☐ Educational Programs Supplies
 - ☐ Gas and Routine Vehicle Maintenance
 - ☐ General Operating Expenses
 - ☐ Lodging
 - ☐ Meals when out of TCCSWCD area (excluding alcohol)
 - ☐ Office Supplies, Equipment and Repairs- when invoices are not possible
 - ☐ Postage

Other purchases must be approved by the TCCSWCD Treasurer or a voting member of the Budget and Finance Committee.

- It is the responsibility of the individual user to obtain transaction receipts each time the card is used. All receipts must be submitted to the Administrative Professional in a timely manner. Either the signature or initials of the employee must be written on the receipt. Failure to do so may result in an employee being responsible for the disputed charges.
- Should a receipt be lost, the individual making the purchase should immediately attempt to acquire a second receipt from the merchant. If a second receipt is not available, the individual must provide a signed affidavit indicating the date and approximate time of purchase, name of merchant, and the amount of the charge. The Treasurer and/or Budget and Finance



Tri County City Soil & Water Conservation District

**Credit Card Policy and Credit Card User Agreement
Financial Policy Addendum**

Committee must determine if the individual is personally responsible for the associated charge or if the SWCD will authorize the payment.

- When using the credit card for Internet purchases, individual users should ensure that the site utilizes industry recognized encryption transmission tools.
- When the credit card statement is received, the Administrative Professional shall check each charge against the receipt and code each purchase according to the QuickBooks Chart of Accounts. A TCCSWCD Director, who is an authorized check signer, shall also review and initial each credit card statement, with receipts attached. Payment of the balance of the credit card shall be made by the due date, in order to avoid unnecessary finance charges or late payment fees. A copy of the reconciliation shall be included with the monthly Treasurer's report submitted to the Board of Directors.
- Validation and Safekeeping. The TCCSWCD cardholder shall sign the card immediately upon receipt. If the card is lost, damaged, stolen, or misplaced, the employee assigned to the card shall notify the credit card company immediately. Additionally, the Administrative Professional and Treasurer shall be notified immediately of the situation.
- Credit card violations: credit card violations include, but are not limited to:
 - Purchases of items for personal use.
 - Failure to submit receipts or other back-up documentation to the SWCD's Administrative Professional in a timely manner for the purpose of establishing accountable reconciliation procedures.
 - Failure to return the credit card when an employee is reassigned, terminated, or upon request.

* Unauthorized use of the credit card is a violation of the Tri-County/City Soil & Water Conservation District Personnel Policy and may result in either one or more of the following actions: written warnings, revocation of credit card privileges, cancellation of purchasing authority, disciplinary action, termination and/or criminal prosecution. Human error and extraordinary circumstances may be taken into consideration when investigating any violation. The Personnel Committee



Tri County City Soil & Water Conservation District
Credit Card Policy and Credit Card User Agreement
Financial Policy Addendum

and/or Budget and Finance Committee will be responsible for investigating unauthorized use of the credit card.

*Authorized credit card users must sign a Credit Card Authorized User Agreement indicating acceptance of all terms and conditions of use of the credit card, as stated in this document, including possible penalties for unauthorized use.



Tri County City Soil & Water Conservation District
Credit Card Policy and Credit Card User Agreement
Financial Policy Addendum

Example of Credit Card Authorized User Agreement

I, Staff Member Name, Employee of Tri-County/City Soil & Water Conservation District (TCCSWCD), have read, understand, and accept all terms and conditions of use of the TCCSWCD Credit Card Policy.

Assigned Card # ****1234

Credit Limit \$2,500.00

Employee Signature

Date

Personnel Committee Chair

Date

Policy: Financial Policy

Board Approved: May 20, 2022, Motion # 12,

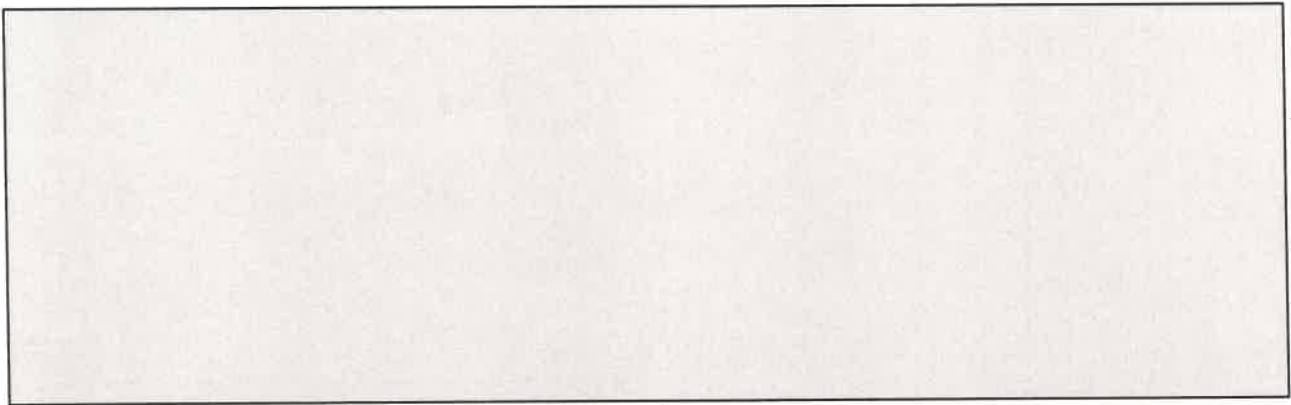
Revised: January 19, 2024, Motion # _____

Signed: _____

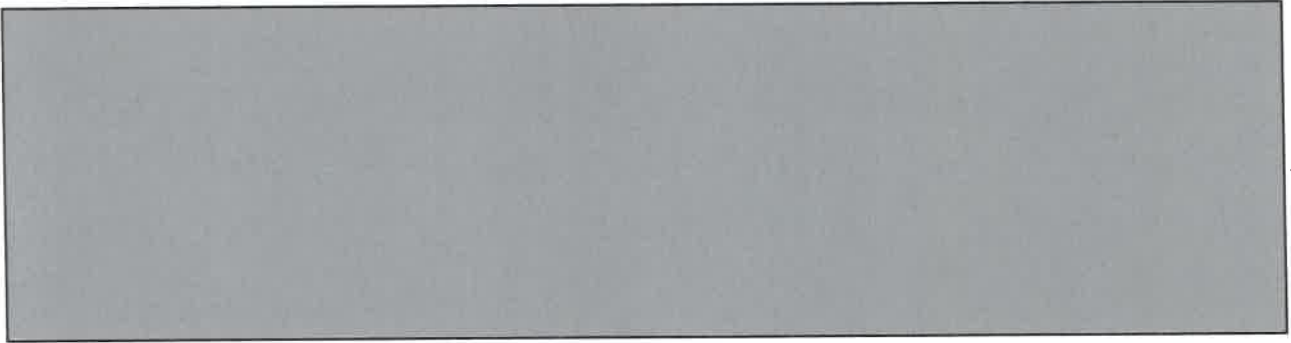
Janet Gayle Harris, Treasurer
Budget & Finance Committee, Chair



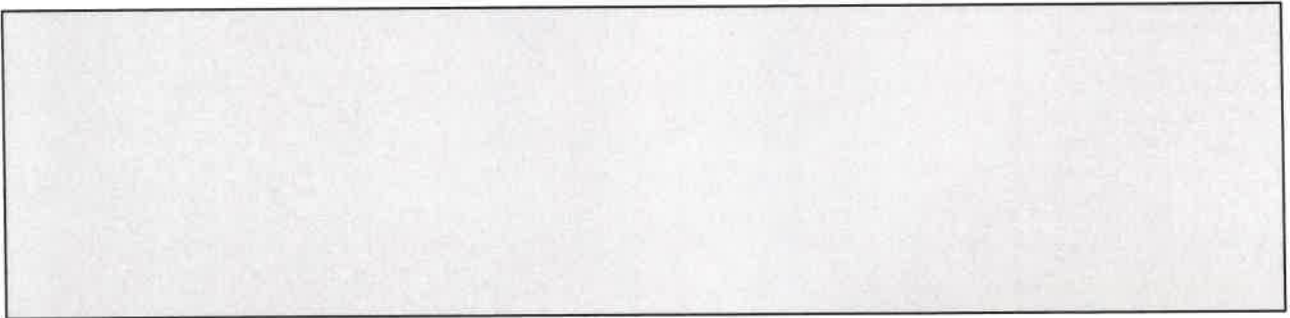
Flooring



Main Paint
Color



Lobby Accent
Paint



Trim



4811 Carr Drive · Fredericksburg, Virginia 22408
(540) 656-2401 or (540) 656-2402 · Fax: (540) 656-2403
www.tccswcd.org

2024 Calendar Year

Board of Directors

Approved November 17, 2023, Motion #11

Chair: Jan Massey

Vice Chair: John Howe

Treasurer: Janet Gayle Harris

Secretary: Wayne Miller

Parliamentarian: Ray Simms

FOIA & Records Retention Officer: Renee Davis (Staff Member)

Committee Appointments (Board Approved Committee Appointments January 19, 2024 Minutes Motion 2)

<p><u>80th Anniversary & Outreach Event</u> Chair: <i>Janet Gayle Harris</i></p> <ul style="list-style-type: none"> • Ray Simms • Marissa Roland • Kayleigh Mize • Etta Lucas • Devin Schwes 	<p><u>Legislative & Government</u> State & Local Legislative, Board of Supervisors, Host Local Government Breakfast, General Assembly, VASWCD Chair: <i>Ray Simms</i></p> <ul style="list-style-type: none"> • Charles “Chuck” Koch • Kayleigh Mize • Daniel Goodale-Porter
<p><u>Budget & Finance</u> Chair: <i>Janet Gayle Harris</i></p> <ul style="list-style-type: none"> • John Howe • Ray Simms 	<p><u>Operations</u> Annual Plan of Work, Annual Report, FOIA, Organizational Growth Chair: [REDACTED]</p> <ul style="list-style-type: none"> • Janet Gayle Harris • Charles “Chuck” Koch
<p><u>Community Conservation</u> VCAP, Potomac Watershed Roundtable & Potomac Council Representative Chair: <i>Charles “Chuck” Koch</i></p> <ul style="list-style-type: none"> • Ray Simms • Daniel Goodale-Porter • Devin Schwes 	<p><u>Personnel</u> Chair: <i>Jan Massey</i></p> <ul style="list-style-type: none"> • Janet Gayle Harris • John Howe • Chuck Koch
<p><u>Education & Outreach</u> Envirothon, Youth Conservation Camp, Link Scholarship, Poster Contest, Enviroscap, Tree Seedling Sale, Teacher Training Chair: <i>Charles “Chuck” Koch</i></p> <ul style="list-style-type: none"> • Kayleigh Mize • Devin Schwes • Charlie Pemberton [Board Approved 03/18/2022 voting advisor] 	<p><u>Technical Review</u> Agricultural Cost Share, VCAP Cost Share, Watershed Dams, Apply for Grants Chair: <i>Wayne Miller</i></p> <ul style="list-style-type: none"> • Janet Gayle Harris • Jan Massey • Kayleigh Mize • Brain Wooden - non-voting advisor
<p style="text-align: center;"><u>Check Signers</u> Janet Gayle Harris John Howe Wayne Miller Ray Simms</p>	

* The Chair of the Board of Directors is an ex-officio member of all committees with full voting rights. However, they are not included in determining how large a quorum is needed or if a quorum has been met.

Tri-County/City SWCD

Exit Notes

For the one year ended June 30, 2023

An exit conference was held at 3:30 PM on Monday, December 11, 2023. Those present at the exit conference were:

- Renee Davis, Operations Manager *Renee B. Davis*
- Marissa Roland, CDC with DCR - via telephone
- Jan Massey, Board Member - via telephone
- Janet Harris, Board Member - via telephone
- Janina Paule, Robinson, Farmer, Cox Associates *Janina Paule*

Discussed the following observations by the auditors:

Verbal:

- RFC would like to acknowledge the general good quality of the accounting records and the cooperation received during the fieldwork.
- We encourage the continued involvement of the Board of Directors in the fiscal matters of the District to provide oversight and review.

renee.davis@tccswcd.org

From: milerww@aol.com
Sent: Friday, January 5, 2024 4:43 PM
To: Renee Davis
Subject: Fw: Jean

Jean is at peace now. She passed at the age of 82, a few hours after midnight of New Years Day 2024, there was a Christmas moon over the Lansdowne Valley.

She was a loving wife, mother of two, grandmother to five, sister, aunt, in-law, and friend to many in her circles. Jean made you want to talk with her, somehow, she made you feel better, up lifted, more energized, you wanted to be a better person. She could whistle like a songbird. She wrote poetry and she loved music and dancing. She loved art and supported artists, local and everywhere she traveled.

Jean was born May 2, 1941 at Mary Washington Hospital and lived in the Fredericksburg area for most of her life. She and her husband met at Dahlgren in July 1963 and became lifetime soul mates. When they married July 10, 1965, her legal name changed from Gloria Jean to Jean Wakeman Jones. In the late 1960s she worked in Cornell University's Arts and Drama Department and was also a runway model for a local agency.

For 30 years beginning in the late 1970s she was a well-known figure in the Fredericksburg area, the first woman elected to the Spotsylvania County Board of Supervisors serving three terms and the first woman elected to the Virginia Soil and Water Commission. She served several years on the Central Virginia Battlefield Trust and worked as a legislative aide in the Virginia General Assembly.

Jean was also an avid antiques collector and dealer. She was knowledgeable and passionate about nature, birds, rocks, precious/semiprecious stones, and Native American jewelry. She loved, loved, loved the grandkids.

Jean and her husband traveled many times to virtually every ancient ruin and petroglyph site in the Southwest Four Corners region. There were a lot of trips abroad, the highlight was two weeks in Machu Piccu and Galapagos.

She attended James Madison University and graduated from Mary Washington University in political science with focus on sustaining the environment, and she was a lifelong supporter of civil rights and Native Americans.

Jean is survived by her husband, Dan; daughter, Lisa (Mark); grandchildren, Marcus and Lila of Littleton, Colorado; son, Newell, aka ND (ex Courtenay); grandchildren, Ingrid, Georgia and Flynn of Fredericksburg; her sister, Sue Bradshaw and her husband, Gordon; nieces, Shannon (Ralph), Kristen (Dustin), Christina (Nick) and

Amanda; and nephews, Rob (Pam) and Damon.

She was preceded in death by her parents, Newell and Norvelle Stiers Wakeman and two beloved uncles, Wendell Wakeman and Dennis Stiers.

Jean's family thanks Cardinal Village (Morningside House of Spotsylvania) and Mary Washington Healthcare Hospice for superb care.

A memorial gathering celebrating Jean's life will be held from 2:00-4:00 p.m. Sunday, January 7, 2024 at Found and Sons Funeral Chapel, 10719 Courthouse Road, Fredericksburg. The funeral service and burial will be private.

In lieu of flowers, memorial donations may be made to the Spotsylvania Volunteer Fire Department or the Spotsylvania Volunteer Rescue Squad at spotsyfire.org or the Patawomeck Indian Tribe of Virginia at patawomeckindiantribeofvirginia.org or the Central Virginia Battlefields Trust at cvbt.org/donate or the National Park Foundation at nationalparks.org.

To send flowers or a memorial gift to the family of Jean Wakeman Jones please visit our [Sympathy Store](#).

renee.davis@tccswcd.org

From: Martin, James (DCR) <James.E.Martin@dcr.virginia.gov>
Sent: Friday, December 15, 2023 2:04 PM
To: ruthcatlover51@gmail.com; chrisking62@gmail.com; Roger Holnback (rhswcd@gmail.com); garydcross@yahoo.com; zmketron@gmail.com; charles@remadeland.com; lynn@gravesmountain.com; rogerelkins@verizon.net; njtlc@yahoo.com (njtlc@yahoo.com); thefarmhousemarketsgva@gmail.com; brhall44@outlook.com; lepem@aol.com; buzz.easterling@gmail.com; ajleake@hswcd.org; ascyphers@wcs.k12.va.us; careyallen69@gmail.com; rkdeb@crosslink.net; Lonesome Pine Soil and Water Conservation District; rhooverantiquearms@comcast.net; lswcdchairman@lswcd.org; monacanconservation@earthlink.com; cavehill2@aol.com; ellenford61@gmail.com; rob@deyo.us; pickettre@yahoo.com; gowen.green@verizon.net; glenfwitt@yahoo.com; careyclaudia@aol.com; lmoyer@tds.net; tkelley1885@gmail.com; johnp.jp26@gmail.com; jlfloyd@amherstsheriff.org; billy.nash@scottsschools.com; kevin.craun@svswcd.org (kevin.craun@svswcd.org); bucktharpe@yahoo.com; robmoss58@yahoo.com; Joseph Thompson; rtblandinc@gmail.com; jessicaandbuck@gmail.com; junkfarmusa@gmail.com; jlmhokiefan79@gmail.com; lesliejones4conservation@cox.net
Cc: lissy.hamilton; tim.miller@mountaincastles.org; mswcdlorie@tds.net; jennifer.huffman@vaswcd.org; Tracy Goodson; Joanna Balderson; Kathy Clarke; heather.shackley@fairfaxcounty.gov; willie.woode@fairfaxcounty.gov; patrickswcdsandra@gmail.com; tbposwcd@shentel.net; tcposwcd@shentel.net; tarawilliams; Sherry Ragland; dfhehrer@piedmontswcd.org; pittsswcd@yahoo.com; conservationtech@pwsxcd.org; pwsxcd@pwsxcd.org; Cindy Miller (cindy.miller@releeconservation.com); Jonathan Wooldridge (jonathan.wooldridge@releeconservation.com); shelia.richards; sherri.tombarge@svswcd.org; Megen Dalton (megen.dalton@svswcd.org); Cynthia Hancock; sara.dejarnette@vaswcd.org; tricia.mays@vaswcd.org; angela.mcdaniel@vaswcd.org; WATLINGTON JONES, Christine (DCR); Glover, Darryl (DCR); Amy Moyer; anne.coates; anne.davis; michelle.carter; dbillings@tidewaterswcd.org; lcalhoun; Renee Davis; ksulliva@vbgov.com
Subject: Tracking Program Updates Related to EJAA

Dear Board Chairs:

Later today, updates to the Conservation Application Suite (Application) related to engineering job approval authority (EJAA) will be installed. Over the last several weeks, the Department and the Virginia Soil and Water Conservation Board (Board) have become aware of practices being approved without proper engineering authority; these updates will begin to address those discrepancies.

Projects that fail to have properly engineered designs or that are not constructed in accordance with approved engineering plans increase liability for the Department's professional engineers, District employees, and the producers installing the practice. There is a higher risk that a practice will not function as intended; an enhanced likelihood for larger maintenance costs to be borne by the producer; and a reduction in the options to assist a producer with any future practice failures.

The Application updates will require additional fields of information to be completed for all structural practices. This includes structural practices that have already been approved by District Boards in FY2024 and

for all structural practices that are in carryover status from previous program years. For all practices that have been approved by District Boards in FY2024, all required information must be entered completely no later than January 31, 2024. For all practices that are in carryover status, the required information should be fully provided no later than February 29, 2024. Completing these requirements will take some time; however, it should not be an undue burden on District employees.

Additional information will be provided to District technical staff later today but we wanted to make sure **District Boards were aware of these updates** and data reporting requirements. If you have questions or concerns, please feel free to reach out to me.

James Martin
Director, Division of Soil and Water Conservation
Department of Conservation and Recreation
Office: 804-786-2291
Cell: 804-664-0471

Save The Date

JOIN US FOR THE VASWCD AREA III SPRING MEETING

MARCH 19, 2024

8:30 AM Registration

9:00 AM- 12:30 PM Meeting

St. Margaret's School, Tappahannock, VA

**Continental Breakfast, Snacks and a BBQ Lunch
will be served.**

***New Directors: After lunch, a New Director Phase II Orientation will be
conducted by DCR to meet the required training**

**This year's meeting is being hosted by Three Rivers SWCD. Formal agenda to follow.
If you have any questions, please contact Michelle Carter, District Manager at
michelle.carter@trswcd.org or 804-443-4027**

TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT 2024 L. GORDON "LINK" LINKOUS SCHOLARSHIP

Purpose

The L. Gordon "Link" Linkous Scholarship promotes the education of Tri-County/City SWCD resident students pursuing scientific and technical fields that emphasize natural resource conservation, environmental protection, and/or environmental studies.

History

L. Gordon Linkous has been an esteemed colleague, mentor, advisor, and friend to countless Tri County City District Directors, staff, and area residents. The scholarship is named for Mr. Linkous in honor of his 60 years of dedicated service to the conservation of natural resources within the District.

Hailing from Blacksburg, Mr. Linkous arrived in the area in 1958 where he began to work for the USDA's Soil Conservation Service (now the Natural Resources Conservation Service or NRCS). At that time, the District had no paid staff, and it was USDA's staff who planned and implemented technical projects and provided services on the District's behalf. After 30 years with the USDA, Mr. Linkous retired only to be pressed back into service and promptly hired by Tri County City as the District's first District Manager. Mr. Linkous served as the District Manager for the next eight years, laying the groundwork for many of the District's programs we operate today. Following a second "retirement", he was elected by the City of Fredericksburg voters to serve on the District's Board of Directors. After stepping down from the elected position, the Board then appointed Mr. Linkous as an Associate Director.

During Mr. Linkous's 60 years with the District, he designed and installed numerous conservation projects; increased the adoption of conservation-focused best management practices by farmers and other citizens; and raised awareness of people of all ages about natural resource conservation.

In recognition of his numerous contributions, the *L. Gordon "Link" Linkous Scholarship* serves to support and inspire future stewards and leaders following in the footsteps of extraordinary conservationists such as Mr. Linkous.

Qualifications

- Applicant must reside in King George, Spotsylvania, Stafford, or Fredericksburg.
- Applicant must be pursuing a degree in the fields of natural resource conservation such as forestry, soils, hydrology, agriculture, wildlife, natural resource management, or environmental sciences.
- Applicant must document a class ranking in the top 20% of their graduate class OR a 3.0 or greater GPA OR appropriate equivalent of individual scholastic achievement.
- Applicant must be either a rising or current student of an accredited high education institution for the upcoming academic year on either a part-time or full-time basis.

Requirements

- Demonstrate how educational interest relates to the conservation of natural resources.
- Provide most recent official school transcript. A copy of school transcript will NOT be accepted.
- Provide letters of recommendation from 3 non-family references
- Return completed application form and all supplementary materials by 4:30 on June 1, 2024 to

**Tri County City Soil & Water Conservation District
4811 Carr Drive Fredericksburg, VA 22408**

THE L. GORDON "LINK" LINKOUS SCHOLARSHIP PRESENTS ONE \$1,000 SCHOLARSHIP.

TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT
2024 L. GORDON "LINK" LINKOUS SCHOLARSHIP

Personal Information:

1. Applicants Name: _____

Last
First
Middle
2. Home Address: _____
3. County or City of Residence: _____
4. Local Soil & Water Conservation District: Tri County City SWCD
5. Home Telephone Number: _____
6. Date of Birth: _____ 7. Email: _____
8. How did you learn about the scholarship? _____

Educational Background (20 Points)

Attach your most recent official transcript. Your official transcript must show the official school seal.

1. High school attending: _____
2. Anticipated Date of Graduation: _____ 3. Scholastic Average(GPA): _____
4. Number of students in your class: _____ 5. Class Rank: _____
6. College Planning to Attend: *Include College Name and Location*
 (a) _____
 (b) _____
7. Intended Field of Study or Major: _____

Environmental Leadership & Activity Experience (15 Points)

Attach additional information as needed.

List any environmental leadership or activity experience you may have included participation in Envirothon, Youth Conservation Camp, 4-H, Future Farmers of America (FFA), etc.

Other Leadership & Activity Experience (5 points)

Attach additional information as needed.

List all other organizations and important extra-curricular activities in which you have or are currently participating. Indicate any activities in which you hold or have held office and not which position. Include other activities such as athletics, music, drama, dance, public speaking, clubs, societies, public events/exhibits or awards, list honors or letters as earned.

Volunteer & Paid Experience (10 Points)

Attach additional information as needed.

List any other volunteer or paid experiences including your position, date of service, and brief description of duties.

1. _____
2. _____

TRI-COUNTY/CITY SOIL & WATER CONSERVATION DISTRICT
2024 L. GORDON "LINK" LINKOUS SCHOLARSHIP

Financial Information & Other Circumstances (5 Points)

While this is primarily a merit-based scholarship, the review committee may take consideration of need or other special circumstances. The more detail provided about your need and why you deserve this scholarship the more it is helpful to the review committee. Attach more details if necessary.

1. Are you applying for, or will you receive a scholarship or loan from other sources?

Please circle one. YES NO

2. If YES, please list loan and/or scholarship sources and estimated amounts that you are applying for.

3. In addition to the above, financing from your education will primarily come from: _____

4. Do you have any other circumstances (first generation college student, multiple siblings, etc.) or a personal situation you would like to share? _____

References/Letters of Recommendation (10 Points)

Attach recommendation letters from at least 3 references—other than family members—who can provide additional information about your academic and community activities. Share with your references that the purpose of this scholarship is to promote through education the conservation of our natural resources by providing financial support to students majoring in or showing a strong desire to major in a curriculum related to natural resource conservation or environmental studies. List below details on those from whom you have requested recommendation letters.

1. Name of Reference: _____
Position/Relation to Applicant: _____ Telephone: _____
Address: _____

2. Name of Reference: _____
Position/Relation to Applicant: _____ Telephone: _____
Address: _____

3. Name of Reference: _____
Position/Relation to Applicant: _____ Telephone: _____
Address: _____

Essay (35 Points)

Attach a typed essay of approximately 500-650 words describing yourself and your involvement/interest in the environment. Address what you feel is the most important environmental issue in your community and why. How can you assist and promote leadership in the conservation of natural resources?

Signatures & Certificates

In submitting this application, I hereby certify that the information provided is complete and accurate to the best of my knowledge. Falsification of information may result in termination of any scholarship granted. If declared a recipient of this scholarship, I will provide TCCSWCD a statement that may be used for publicity purposes.

Applicant: _____ Date: _____
Parent/Guardian: _____ Date: _____

Reminder- attachments to Include: Official Transcript, Letters of Recommendation, Essays, & any additional information.

Sponsoring SWCD: Tri County City SWCD Contact Phone Number: 540-656-2401
SWCD Staff Point of Contact Regarding Scholarships: Madison Morgan

Area III Report

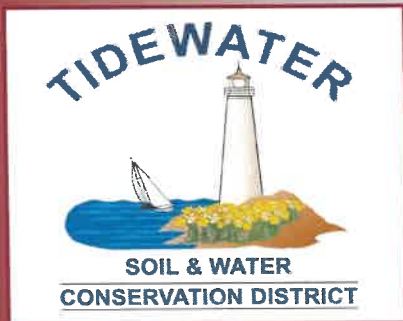
Winter 2023

Area III Chairman

Anne-Marie Leake
Henricopolis SWCD

Area III Vice-Chairman

Robert Pickett
Northern Neck SWCD





Henricopolis Monthly News

Our Mission

To educate and guide Henrico County citizens in the sustainable use of our natural resources.



Agricultural Incentive Programs

The Virginia Agricultural Best Management Practice (BMP) Cost Share Program is currently open for sign up. All eligible applications will be considered and any approvals will be made during monthly Board meetings in accordance with the primary and secondary considerations that have been approved by the District Board.

Please email the District Office at liv042@henrico.us or call (804) 501-5176 to discuss your options and sign up.



Virginia Conservation Assistance Program

The Virginia Conservation Assistance Program (VCAP) is an urban cost-share program that provides financial incentives and technical and educational assistance to property owners installing eligible Best Management Practices. These practices can be installed in areas of your yard where problems like erosion, poor drainage, or poor vegetation occur. For more information contact Stacey Sovick at sov001@henrico.us.



College Scholarships!

Our scholarship program in partnership with Colonial Farm Credit is accepting applications for the 2024 scholarship year. They will remain open through March 1, 2024 and can be found on the Colonial Farm Credit website. For more information, contact Lindy Durham at dur24@henrico.us.



Numbers to Remember

Soil Test Vouchers - Lindy Durham, dur24@henrico.us
StreamClean Ups - Stacey Sovick, sov001@henrico.us
VCAP Assistance - Stacey Sovick, sov001@henrico.us
Farmer Assistance - Charlie Lively, liv042@henrico.us

You are receiving this email update due to your participation in our FREE soil test voucher program. If you no longer wish to receive our Monthly News please send a message to Lindy Durham at dur24@henrico.us.

THREE RIVERS SWCD AREA III REPORT NOVEMBER 2023

We recently signed a Memorandum of Understanding (MOU) with the Colonial SWCD to administer the VCAP program in the Three Rivers District. We look forward to a great partnership in assisting the property owners with urban BMPs. Colonial SWCD will be providing assistance for all 18 BMPs offered under the program.

TRSWCD has two new directors! AJ Brooks is an elected director from Essex County based on the resignation of long time director Keith Balderson. Keith served on our board for 29 years as an extension appointment and after retirement as an elected director. AJ manages Brooks Farm, a traditional row crop operation of corn and soybeans. Willie Upshaw is an associate director from King William County. He also works on a traditional row crop farm with his family.

In August, Three Rivers SWCD held a team building event with directors, staff, and family. This event gave us the opportunity to get to know each other outside of the board room. The day was filled with crab picking, socializing, and a lot of York river fun!

We have launched a sale for our "Don't Farm Naked -- Plant Cover Crops" t-shirts. All proceeds will support our outreach and education programs. So far, we have received a great response and are continuing the sale until December 31st, 2023. To order, please visit www.trswcd.org.





COLONIAL SOIL AND WATER CONSERVATION DISTRICT WINTER 2023



Above: District staff member Amanda Whispell with the CSWCD table at BugFest 2023.

BugFest

Amanda Whispell



On September 30th, Conservation Specialist Emma Rich and I attended BugFest, an insect-focused outreach event held annually in York County. We were given one and half large tables and we were careful to make use of all the space. We had pollinator stickers and coloring pages, information on how to protect native pollinators and ecologically handle mosquitoes, and boxes of native pollinators, beneficial insects, and largest, coolest insects from my collection. At the time I had been raising Tobacco Hornworms (*Manduca sexta*) and Black Swallowtail caterpillars (*Papilio polyxenes*) and I was able to bring live hornworms, live hornworm pupa, and swallowtail chrysalis – people were very excited to see the hornworm larvae and pupa, as they are both quite large. It was a good opportunity to teach the public about the pollinator role of adult hornworms.

We also had some aquatic insects that I collected the previous day (and returned the same day as the event), which we were able to share using our digital microscope. We showed the public some dragonfly and damselfly nymphs, a diving beetle, and a few midge larvae. We gave people the opportunity to look at a few things themselves with small magnifiers we recently got for events like this, and both children and adults really enjoyed looking at insect eggs, cicada wings, butterfly wings, and more.

We had a great time at BugFest 2023 — the organizers did a great job, the visitors were so enthusiastic, and we were able to roll out our new **Colonial Pollinator Pledge** program. We had quite a few people take the pledge to help native pollinators and we hope that you will take the pledge too! We're looking forward to the 2024 BugFest.



Amanda Whispell
Education and
Outreach Specialist

"We had a great time at the 2023 BugFest and we're looking forward to attending the event next year."

COLONIAL SWCD, cont



District staff member, Emma Rich, shows off some of the largest insects in my collection, including Giant Walking Sticks from Texas and Tarantula Hawk Wasps from Arizona.



Our Dinolite digital microscope was set up with an external monitor so the crowd can easily see the (early instar) Libellulidae dragonfly nymph that was zooming around the petri dish.



Emma Rich
Conservation Specialist

"The Colonial SWCD is thrilled for John and the whole team at Old Tavern Farm for this accomplishment."

James River Basin Clean Water Farm Award

Emma Rich



Old Tavern Farm in New Kent County, owned and operated by John Bryant, was recently awarded the James River Basin Clean Water Farm Award. John and his crew are committed to a more sustainable future of farming through the use of rainwater harvesting systems that irrigate the crops, customize seed blends for optimized cover crops, and woodland pastures for hog rearing. He works closely with Quinton Elementary School to teach students all about the goods produced at his farm and get them involved in agriculture. The Colonial SWCD is thrilled for John and the whole team at Old Tavern Farm for this accomplishment and can't wait to celebrate at December's annual meeting.

COLONIAL SWCD, *cont*

Living Shoreline Collaborative Virtual Summit

Jim Wallace

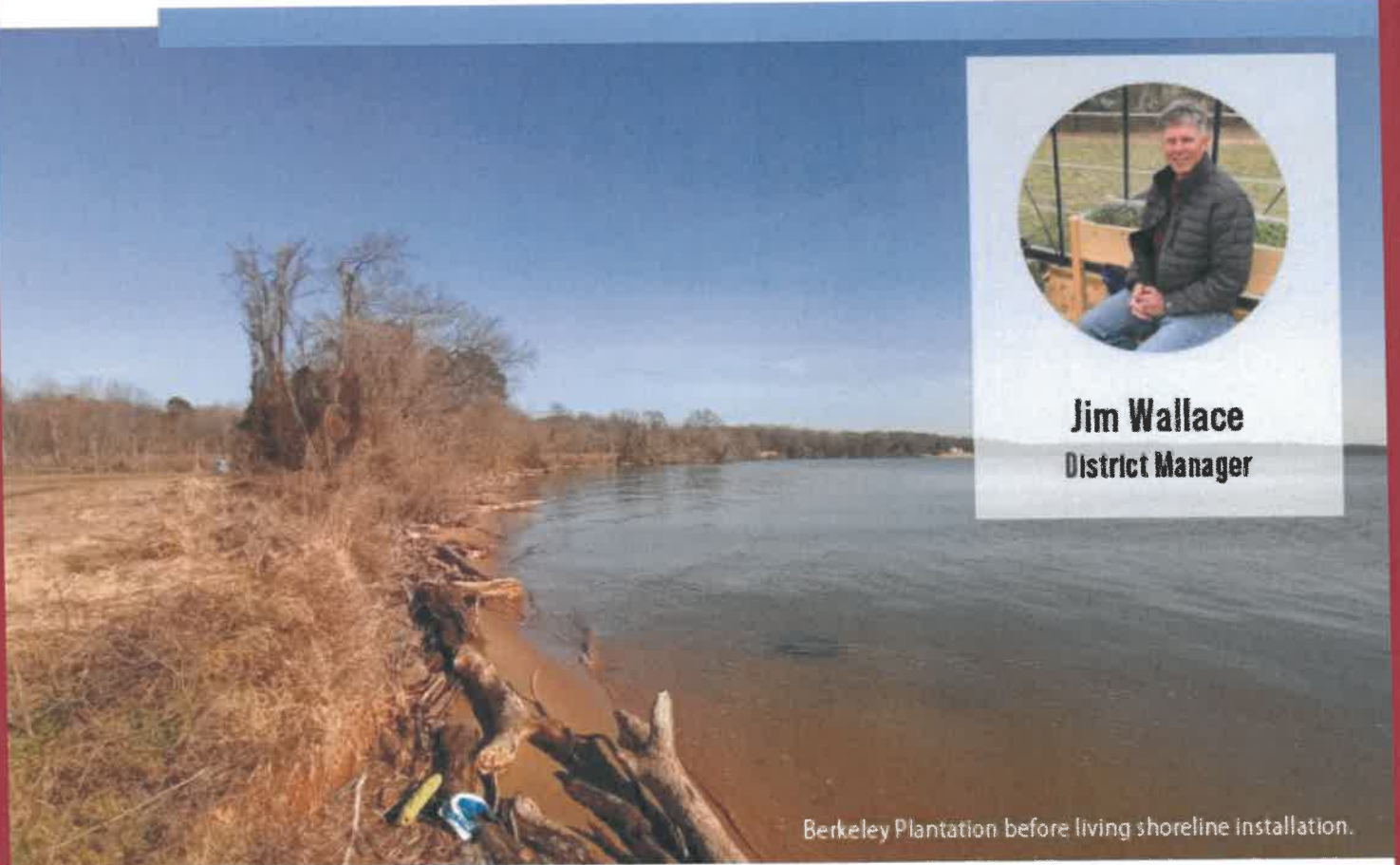


Berkeley Plantation during living shoreline installation.

On October 31st, I gave a talk to the ~125 individuals attending the 2024 Living Shoreline Collaborative Virtual Summit. The Living Shoreline Collaborative (LSC) is a group of regional and state partners convened by the James River Association (JRA) to align stakeholders in the tidal James River Watershed in order to scale-up implementation of adaptive and resilient shoreline practices in the watershed. The LSC's efforts thus far have been focused on this region, with some engagement of technical and subject experts from outside the watershed. The objective of my talk was to share the District's experience with working on the Berkeley living shoreline project — the first living shoreline project in the Commonwealth to use VACS funds. The Berkeley living shoreline construction project is a public/private partnership using grant monies provided by the JRA and VACS funds provided by the CSWCD. Construction financing has been provided by the Department of Environmental Quality, using the Agriculture BMP Loan Program.



Jim Wallace
District Manager



Berkeley Plantation before living shoreline installation.

CONSERVATION AROUND THE NECK



6TH & 7TH GRADE FIELD EXPERIENCES

In September and October, Richmond County seventh graders and Montross Middle sixth graders participated in field days at Menokin Foundation. Students rotated through stations that included brick molding, kayaking, the Menokin historical house and a hike through the woods identifying various plants and trees. Montross Middle sixth graders also learned about their "Water Footprint" through in-class lesson coordinated with the teacher & NNSWCD's Education Conservation Specialist, Lowery Becker.

TRUNK-OR-TREAT

On Halloween, Northern Neck SWCD partnered with USDA-FSA (Warsaw) to participate in the Warsaw-Richmond County Main Street Program's Annual Trunk-or-Treat. Kelly and Abby enjoyed passing out candy & seeing all the amazing costumes.



FALL HHW

October 28th concluded the Fall Household Hazardous & Electronic Waste Collection events for 2023. This fall, we coordinated with local sheriff departments to include the prescription drug take back program. All four of these events were successful and seem to grow bigger each year. The 2024 dates are listed on our website: www.nnswcd.org.



Hanover-Caroline SWCD Happenings

Welcome our New Employee!!!

Anna Moreau joins us from Upstate New York (Saratoga Springs area), where she was previously a Naturalist at a small county government environmental education center in the Adirondack mountains. As a Naturalist, Anna conducted environmental education and science programming for learners of all ages. She has a B.A. in Environmental Studies from Hobart and William Smith Colleges in Geneva, NY, where she also studied biology and sustainable community development. She is passionate about connecting people to their environment and is excited to start working with schools and other local stakeholders in Hanover and Caroline counties, and across Virginia, to support their education goals and efforts! Outside of work, you can typically find Anna on a sports field, on a run, painting watercolor postcards for friends and family, or tucked away with a good book.

We are thrilled to have her join our team and have her experience take our education programs to the next level!



Hanover County Ag Days

Staff spent two days in October with approximately 1,250 third graders learning about runoff and the importance of protecting our natural resources. The district has two runoff boxes and a soil tunnel they used for the event. The students gleaned a lot of knowledge regarding the importance of covering bare ground, what grows in the soil, why it's important to protect our natural resources and got a "worms-eye view" of the soil.



Hanover-Caroline SWCD cont

New Genesis 3 No-Till Drill

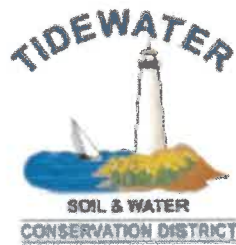
Hanover-Caroline decided to add to the arsenal of drills for producer and landowner rentals. We have purchased a Genesis 3 No-Till Drill that will include a native seed box. We are finding that many districts are no longer renting drills and have found the need is not only just in our district, but in surrounding counties as well. The board decided to allow rentals outside of our district within a 50-mile aerial radius to hopefully allow other folks the opportunity to rent the drills to continue the no-till best management practice. We also utilized the DEQ loan program for equipment to aid in our purchase of the drill as we were able to do with the two new Haybusters purchased earlier this year.



Staff Team Building

Hanover-Caroline SWCD has taken the initiative to do periodic team-building events to strengthen our work relationships within our office. Our directors and district manager feel that it is vital to our success as a district to work together cohesively and have supported this effort to keep that momentum going. We had the opportunity to try an escape room last month with great success. We experienced the Magic Lamp room at Gnome & Raven in Stony Point. We were able to solve our mysteries with a couple minutes to spare!!





Tidewater SWCD Happenings

Urbanna Oyster Festival Education Day

District staff participated in the education day hosted by the Urbanna Oyster Festival Marine Science Legacy Program by providing a hands-on soil erosion box demonstration and the EnviroScape watershed model. Prior to conducting a simulated rainfall on bare soil, leaf residue, and grass, students theorized the results they expected. While observing the runoff from the boxes, they were able to see the changes to water color, clarity, and amount of sediment that was deposited into the collection containers. Students were able to quickly see the importance of keeping soil covered and the benefit of the VACS Cover Crop practices to our community. Next, they were provided the EnviroScape watershed model demonstration. The three-dimensional model includes residential, recreational, agricultural, and industrial scenarios. The students watched stormwater runoff carry pollutants through the watershed and into the river. They learned about the best management practices required to prevent the pollution and determined what we can do in our community to make a difference and impact the environment.



St. Clare Walker Middle School students conduct a rainfall simulation while NRCS District Conservationist, Scott Hammond, looks on.

Youth Conservation Leadership Institute

The District is excited to announce an applicant from our district was accepted into the Youth Conservation Leadership Institute for 2023-2024. Lilly Riffe is from Gloucester, VA. She is in the 11th grade and attends Gloucester High School and the Chesapeake Bay Governor's School. Ms. Riffe was a summer junior counselor for the Virginia Institute of Marine Science (VIMS) and studied with the Hampton University Summer Bridge Program. We look forward to working with Lilly as she develops and implements her project.

*Tidewater SWCD cont***2023 Clean Water Farm Award – Daniel Rilee**

Tidewater Soil and Water Conservation District has chosen to present Daniel Rilee with the 2023 Clean Water Farm Award. Mr. Rilee is a third-generation farmer raised on his family's grain farm in Gloucester County. Being raised on a farm, Daniel was taught early in childhood to value and respect the land. Those values lead him to accept an appointment as a director for Tidewater Soil and Water Conservation District in 2010. He has continued to serve as a member of our board for 13 years. He has provided our District with strong leadership serving as a slated officer in the positions of chairman, vice-chairman, and secretary. While Daniel's profession was not always farming, he took over full time management of the farm in 2015. Daniel primarily raises corn and soybeans in continuous no-till rotations. He is an avid participant in the Virginia Agricultural Cost Share program both in Tidewater SWCD and Three Rivers SWCD. Daniel participates in conservation tillage practices enrolling his acreage in continuous no-till. He plants rye, barley, and mixed species cover crops that include a mix of clover, radishes, and turnips. The farm is equipped with tile drainage and sod waterways to mitigate soil erosion and nutrient loss due to runoff. Mr. Rilee uses precision and variable rate technology for the application of nutrients which increases crop productivity and reduces nutrient runoff. In addition, he utilizes split applications, in-furrow/banded applications and nitrogen stabilizers to reduce nutrient losses. It is our pleasure to award Mr. Daniel Rilee the 2023 Clean Water Farm Award for his years of dedication to agricultural and conservation practices serving Tidewater SWCD and his implementation of best management practices throughout his grain farming operation to prevent soil loss and reduce excess nutrients from entering the Bay.



Daniel unloads corn into the grain elevator on his farm.



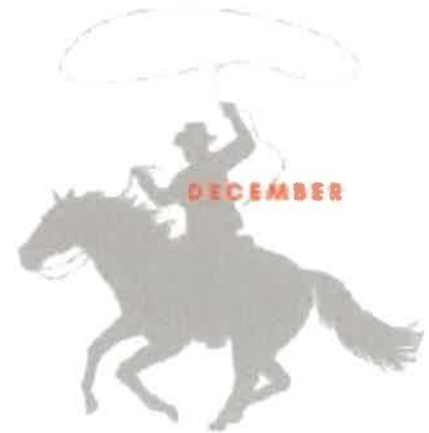
As a Director role, Daniel Rilee presented the Martin J Menges Scholarship recipient, Sarah Walton with her award.



Mr. Rilee experimented with a cultipacker to roll down rye cover crop this spring.

TCC ROUNDUP

*The Tri County City Soil and Water Conservation
District Newsletter*



What's inside this issue:

A BUSY FALL WITH MORE TO COME



Pasture Walks

Back in September, TCCSWCD staff partnered with VCE Agent, Kayleigh Mize for a Pasture Walk at TCC Director, Jan Massey's farm. During the walk, Conservation Specialist, Courtney, led a discussion about identifying weeds and managing forages for farmers! Producers came from everywhere between Culpeper and Westmoreland to attend!

The discussion was a great success and we loved the opportunity to work with our VCE agent and lead producers to successful practices in the process!

Working and Learning



Education and Outreach

Education and Outreach Coordinator, Madison Morgan, has had a great time working with local homeschool group, Barefoot University, on programs and providing outdoor educational opportunities for the outdoor learning group!



TCCSWCD staff, Madison and Courtney, attending VSU's Grazing School with J.B. Daniels to increase knowledge of proper grazing techniques and practices in order to better serve producers and grow experience and knowledge!

Signup Szn

Our next signup period is quickly approaching. Make sure you have these deadlines marked on your calendars! Reach out to Conservation Specialist, Courtney Coleman if you are thinking about signing up for a practice!

Tri County City SWCD PY 2024 Cost-Share sign up dates	
Cover Crop	10/13/2024
Split Application of Nitrogen on Small Grains	02/01/2024
Nutrient Management Plans	03/15/2024
Side Dress Applications of Nitrogen on Corn and Grain Sorghum	04/01/2024
Nitrogen and/or Phosphorus Variable Rate Application	04/01/2024
Stream Exclusions	Any Time
Water Extensions	Any Time
Contact courtney.coleman@tccswcd.org 540-656-2401	



TCC YCLI

TCCSWCD will be working with an area student to support and aide her adventure through Youth Conservation Leadership Institute this year! We look forward to all the student is able to accomplish during her time in the program! We are grateful for the opportunity for our area students to gain experience in becoming environmental stewards!

Happy Holidays!

We know this time of year is especially busy. With Thanksgiving and the Holiday season quickly approaching, we wanted to take the time to wish our producers, directors, staff, and communities a happy and safe holiday season! Let's kick off 2024 with a bang!



**STEVENSON RIDGE, LLC
GROUP EVENT AGREEMENT**

1. DESCRIPTION OF GROUP AND EVENT

This Group Event Agreement ("Agreement") is made by and between Stevenson Ridge, LLC ("SRL") and Tri-County City Soil & Water Conservation, with an address of 4811 Carr Drive Fredericksburg, VA 22408 ("Group") and provides the specific conditions and services agreed upon by the parties hereto:

ORGANIZATION: Tri-County City & Soil Water Conservation
CONTACT:

Name: Madison Morgan; Charles Koch
Job Title: Education and outreach coordinator
Street Address: 4811 Carr Drive
City, State/Province: Fredericksburg, VA 22408
Phone Numbers: 540.507-7114
Emails: education@tccswcd.org
chuck.koch9000@gmail.com

NAME OF EVENT: District Meeting

OFFICIAL PROGRAM DATES: Friday, July 12th, 2024

ANTICIPATED ATTENDANCE: Riddick meeting 10 guests; Lodge 50 guests

SRL FACILITIES TO BE USED: Riddick Meeting 8:30am-9:30am; Lodge 9:00am-2:00pm



2. PAYMENT

A \$1,500.00 advance payment is due in order to hold arrangements on a definite basis. The final balance of all venue, food, soft beverage, and rentals is due on or before Friday, June 28th, 2024 (14 days prior to event).

3. PAYMENT SCHEDULE

The Group agrees to make the following advance payments to SRL:

Deposit:	\$1,500.00	DUE IMMEDIATELY
Balance:	TBD	DUE 6/28/2024

Contact Initials: 1

4. SIGNAGE/EXHIBITS

Prior to the Event, the Group shall obtain the approval of SRL to display any exhibits and/or marketing material utilized by the Group for purposes of this Agreement. SRL further requires that all signage be professionally made and posted (i.e., hand lettered signs, and signs taped to walls are not acceptable).

5. DAMAGE TO EVENT SPACE

For purposes of this Agreement, the Group, including without limitation any member of the Group, caterer or vendor of the Group, any employee, officer, contractor, agent or assign of the Group (collectively "Group Associates"), agrees to pay SRL for any damage caused by the Group or Group Associates to the Event space and overnight stay rooms of SRL. Prior to the Event, the parties will jointly inspect the Event space and overnight rooms for purposes of determining the condition of the Event space and overnight rooms. Upon the expiration of the Event, SRL and a representative of the Group will inspect the Event space and overnight stay rooms to determine whether the Group or any Group Associates has damaged the Event Space or any other SRL property. The Group and its representative will be notified in writing within 72 hours of the expiration of the event of any damages. Thereafter, the Group shall pay SRL for the cost of any damages no later than twenty-one (21) days after the termination of the Event. Time being of the essence.

6. SRL CATERING

All Day Beverages \$4/person

Unsweet Tea, Lemonade, and Water
Regular & Decaf Coffee
Hot Tea Assortment
Add canned soda + \$1/person

Breakfast Display \$8/Person

Bagels & Cream Cheese
Assorted Danish
Fresh Fruit Platter
Assorted Yogurt Parfaits

Lunch Buffet \$16/Person

Assorted Sandwiches:
Roasted turkey, smoked gouda, cranberry mayo, arugula, tomato, red onion
B.L.T, on pretzel bread
Ham, Swiss, apple, red onion, tomato
Cucumber Caprese Sandwich, sundried tomato pesto, mozzarella, sliced tomato, arugula, ciabatta
Mixed greens salad with strawberries, feta, candied pecans, and a strawberry-infused balsamic vinaigrette
Basil and sweet tea pasta salad, bowtie pasta, tomatoes, roasted shallot vinaigrette
Chefs Choice Assorted Cookies



Contact Initials: _____2

Equipment included: breakfast served with palm leaf plates and paper napkins. Lunch will be served with china dinner plates and rolled silverware. Beverage station will have eco-friendly paper coffee cups and real glassware for cold beverages.

Catering Service Estimate: **25% of the food and beverage cost.**

7. CANCELLATION

The Group acknowledges that if it cancels the Event or otherwise essentially abandons its planned use of the Event space for the July 12, 2024 date, this action would constitute a breach of the Group's obligation to SRL and SRL would be harmed. Thus, if the Group cancels the Event or otherwise abandons the space, the Group agrees that all deposits paid up to that point will be forfeited.

8. IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible to provide or use the SRL facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned, where knowledge of circumstance permit, upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical – in (10) days-- after learning of such basis.

9. FORCE MAJEURE

Any delay or failure of SRL to perform its obligations under the Agreement is excused to the extent that it is caused by an event or occurrence beyond its reasonable control, including but not limited to acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, labor problems, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of COVID-19, H1N1, or similar infectious diseases), any government order, law or restriction related thereto, curtailment of transportation facilities or other similar occurrence beyond the control of SRL, where any of those factors, circumstances, situations or conditions or similar ones prevent, dissuade or unreasonably delay at least 25 percent of prospective Event attendees from appearing at the facilities, or where any of them make it illegal, impossible, inadvisable or commercially impracticable to hold the Event or to fully perform the terms of the Agreement. In the event of a force majeure, the Agreement may be terminated by SRL without liability, damages, fees or penalty upon SRL's prior written notice to the Group of the event of force majeure, the anticipated duration of the event of force majeure and the steps being taken to remedy the failure. SRL's ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon its delivery of such written notice to the Group within fifteen (15) days after learning of such force majeure. Upon SRL's termination of the Agreement in connection with a force majeure, SRL will use its best efforts to reschedule and support a new Official Program Date for the Event and apply any unused deposits or amounts to the payments for the Event on the new date.

 
Contact Initials: _____3

10. COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, state, and local laws, including without limitation all health and safety codes, alcoholic beverage control laws, disability laws and the like, and SRL and the Group agree to cooperate with each other to ensure compliance with such laws. Notwithstanding the foregoing, the Group is solely responsible for maintaining the facilities, including compliance with all applicable laws, regulations, advisories, restrictions and executive orders related in any way to any recognized health threat as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of COVID-19, H1N1, or similar infectious diseases).

11. TERM

The Agreement shall be effective as of the last signature date set forth below and shall continue until the completion of the Event unless terminated sooner in accordance with the terms hereof.

12. CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations, or deletions, including corrective lining out by either SRL or the Group, will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

13. ALCOHOLIC BEVERAGE PACKAGE

N/A

14. IN-HOUSE EQUIPMENT

To the extent available, SRL will provide, at no charge, a reasonable amount of meeting equipment (for example, chairs, tables, linens, etc.). These complimentary arrangements do not include special setups or extraordinary formats that would deplete SRL's present in-house equipment to the point of requiring rental of an additional supply to accommodate the Group's needs.

15. LIMITED LIABILITY/DAMAGES

THE GROUP AGREES THAT SRL SHALL NOT BE LIABLE FOR ANY DAMAGES TO PERSONS OR PROPERTY, EXCEPT IN THE EVENT OF GROSS NEGLIGENCE OR WILLFUL MISCONDUCT ON THE PART OF SRL, AND HEREBY WAIVES AND RELEASES SRL FROM ANY LIABILITY WHATSOEVER CAUSED BY OR FOR ANY REASON. FURTHER, THE GROUP HEREBY INDEMNIFIES AND HOLDS HARMLESS SRL FOR ANY DAMAGES, LIABILITY, SUIT, CHARGE, ACTION, COST, EXPENSES (INCLUDING ATTORNEY FEES), AND OTHER SIMILAR LIABILITY THAT ARISES OR DERIVES FROM THE EVENT OR THE GROUP'S (INCLUDING WITHOUT LIMITATION THE GROUP ASSOCIATES) USE OF SRL'S FACILITIES. THIS CLAUSE SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

16. SECURITY DEPOSIT

~~The Group is required to pay a \$500 refundable security deposit. The deposit will be held for the security if the venue, rental items, cabins are damaged, lost, stolen, broken or altered at all from the original state~~

Contact Initials: MAAN MAAN

~~throughout the duration of the event. If there are issues after the event, Stevenson Ridge will deduct the costs from the deposit and/or invoice if the amount exceeds the amount. Additional charges may be made for actual or estimated repairs or cleaning costs to restore venue, grounds, equipment, cabins to the same condition prior to the Group's use of the venue. If there are no damages after the event, Stevenson Ridge will refund the \$500 within 14 days.~~

17. USE OF OUTSIDE VENDORS

If the Group desires to retain or hire outside vendors to provide any food, goods or services at SRL's facilities, SRL may, in its sole discretion, require that such vendor provide SRL, in form and amount reasonably satisfactory to SRL, an indemnification agreement and proof of adequate insurance. The Group shall also be solely responsible for all cost and expenses relating to such vendors. The group is required to have a wedding coordinator for at least the Day-of the event. The coordinator is not allowed to be a consuming alcohol and must be present until the last guest leaves the premises.

18. PERFORMANCE LICENSES

The Group will be solely responsible for obtaining any necessary licenses or permission required for purposes of this Agreement and the Group's use of SRL facilities.

19. ADDENDUMS: Addendums that may be added to this agreement are the Final Catering Menu (including service and equipment costs), Final Bar Choices/Package, and Coordination Package (if not included in the initial contract).

20. PHOTO/VIDEO RELEASE PERMISSION N/A

21. MISCELLANEOUS

All provisions of this Agreement are severable and each valid and enforceable provision shall remain in full force and effect, notwithstanding any determination that is binding upon, or enforceable against, the parties hereto and that renders certain provisions of this Agreement invalid or unenforceable. This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective permitted assigns and successors in title or interest. Neither the Group nor SRL shall assign, delegate or transfer any rights or duties under this Agreement without the express written consent of SRL and the Group, and any attempted assignment, delegation or transfer without such consent shall be null and void and of no effect. Paragraph headings shall be for convenience only and shall not be construed to affect the meaning of this Agreement. No amendment or modification of this Agreement shall be effective unless in writing and executed by the parties hereto. This Agreement shall be governed by the laws of the Commonwealth of Virginia without reference to the choice-of-law provisions of any jurisdiction. The parties consent to the jurisdiction and venue of the courts of Spotsylvania County, Virginia in any action, suit or proceeding relating to this Agreement or the enforcement or interpretation hereof. This Agreement may be executed in counterparts, and any executed counterparts shall be binding upon the parties hereto and shall inure to their benefit to the same extent as though all parties were signatory thereto.

Contact Initials: 5





22. GENERAL INDEMNIFICATION

The Group agrees to indemnify, defend and hold harmless SRL and its affiliates from and against any and all actions, claims, losses, liabilities, damages, expenses and costs, including attorneys' fees and court costs, resulting from, incurred in connection with or arising out of any claim, demand or suit for damages, injunction or other relief to the extent such claim arises out of or is in connection with (i) the acts or omissions of the Group and/or the Group Associates; (ii) violations of permit conditions and other applicable laws or regulations; (iii) failure to provide adequate security at the facilities; (iv) illness or disease allegedly contracted at, during or from the Event; (v) damage to the facilities not within the limits of the facilities, including personal injury or damage to the Group or any Group Associate, or to any other person caused by the Group or any Group Associate; and (vi) any negligence or misconduct of the Group and/or the Group Associates. SRL will have the right to participate, at its own cost, in the defense of any such claim through counsel of its own choosing.⁴

Fee Breakdown *Client is Tax Exempt and will provide necessary forms*

Lodge Reception + Riddick Meeting	\$1500.00
Non-Alcoholic Beverage Package	\$4/person
Canned Sodas (optional)	\$1/person
Breakfast	\$8/person (based on menu included)
Lunch	\$16/person (based on menu included)
Catering Service	25% of the food and beverage costs

WITNESS the following signatures to this Agreement by authorized representatives of each party as of the dates indicated below:

SIGNATURES

GROUP:

By: Madison Morgan
Print Name: Madison Morgan
Title: Education and Outreach Coordinator
Date: Jan 11 2024

STEVENSON RIDGE, LLC:

a Virginia limited liability company

By: Taylor Buel
Title: Event coordinator
Date: Jan 11 2024

Charles Koch

Charles Koch

Jan 11 2024

**Assumption of the Risk, Release and Waiver of Liability, and Indemnity Relating to
Coronavirus/COVID-19**

The novel coronavirus, SARS-CoV-2 (including COVID-19, the disease caused thereby), was declared a worldwide pandemic by the World Health Organization on March 11, 2020. The coronavirus is extremely contagious and is believed to spread mainly from person-to-person contact.

SRL cannot guarantee that the undersigned or any of his/her/its/their family members, guests, invitees, vendors, employees, officers, contractors, guests, agents, assigns and any other affiliates (collectively, the foregoing, the "Group Associates") will not become infected with the coronavirus or contract COVID-19. I acknowledge that holding the Event at the facilities could increase the risk of contracting the coronavirus and COVID-19.

By signing this Assumption of Risk and Waiver of Liability, I acknowledge the contagious nature of the coronavirus and voluntarily assume the risk that I and the Group Associates may be exposed to or infected by the coronavirus by holding the Event at the facilities and that such exposure or infection may result in personal injury, illness, permanent disability and death. I understand that the risk of becoming exposed to or infected by the coronavirus and COVID-19 at the facilities may result from the actions, omissions or negligence of myself and others, including, but not limited to, SRL employees, agents and representatives, and the Group Associates. Notwithstanding, I agree to accept all responsibility for compliance with corresponding Executive Orders, applicable laws, restrictions, and regulations.

I have carefully read and voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself or any Group Associate (including, but not limited to, personal injury, disability and death), illness, damage, loss, claim, liability or expense, of any kind, that I or any Group Associate may experience or incur in connection with my holding of the Event at the facilities. On my behalf, I hereby release, covenant not to sue, discharge and hold harmless SRL, its employees, agents and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. Further, I hereby agree to indemnify, defend and hold harmless SRL and its affiliates from and against any and all actions, claims, losses, liabilities, damages, expenses and costs, including attorneys' fees and court costs, resulting from, incurred in connection with or arising out of any claim, demand or suit for damages, injunction or other relief to the extent such claim arises out of or is in connection with any contraction or infection of the coronavirus or COVID-19 by the Group Associates.

I have read and understand the terms of this Assumption of the Risk, Release and Waiver of Liability, and Indemnity Agreement and agree to its terms.

GROUP:

By: _____
Print Name: _____
Title: _____
Date: _____

Contact Initials: _____ 7

Audit Trail



Document Details

Title Tri-County Contract.pdf
File Name Tri-County Contract.pdf
Document ID f6c3075fc0924077b1d298294d448548
Fingerprint 723dbdbd07c8252efcdcf9e96d09b102
Status Completed

Document History

Document Created	Document Created by Taylor Buel (taylor@stevensonridge.com) Fingerprint: 5f86b27e535666ce333622e54849d8bd	Jan 11 2024 02:59PM America/New_York
Document Signed	Document Signed by Taylor Buel (taylor@stevensonridge.com) IP: 73.31.17.99 <i>Taylor Buel</i>	Jan 11 2024 02:59PM America/New_York
Document Sent	Document Sent to Madison Morgan (education@tccswcd.org)	Jan 11 2024 02:59PM America/New_York
Document Sent	Document Sent to Charles Koch (chuck.koch9000@gmail.com)	Jan 11 2024 02:59PM America/New_York
Document Viewed	Document Viewed by Charles Koch (chuck.koch9000@gmail.com) IP: 104.28.76.235	Jan 11 2024 03:09PM America/New_York
Document Signed	Document Signed by Charles Koch (chuck.koch9000@gmail.com) IP: 104.28.76.235 <i>Charles Koch</i>	Jan 11 2024 03:13PM America/New_York

**Document
Viewed**

Document Viewed by Madison Morgan (education@tccswcd.org)
IP: 73.147.88.223

January 19, 2024 Board Package
Jan 11, 2024
03:21PM
America/New_York

**Document
Signed**

Document Signed by Madison Morgan (education@tccswcd.org)
IP: 73.147.88.223

Madison Morgan

Jan 11 2024
03:22PM
America/New_York

**Document
Completed**

This document has been completed.
Fingerprint: 723dbdbd07c8252efcdcf9e96d09b102

Jan 11 2024
03:22PM
America/New_York



MEMORANDUM OF AGREEMENT

for

Tri-County City Soil & Water Conservation District, Envirothon, 2024.04.16

Germanna Community College agrees to provide facilities and support for **Tri-County City Soil & Water Conservation District** at Germanna's Fredericksburg Area Campus Workforce & Technology building, 10000 Germanna Point Drive, Fredericksburg, Virginia 22408.

Germanna's Center for Workforce and Community Education responsibilities:

- Provide facilities and support in **Room: Soil Pit Outside and 134 (Sealy Auditorium)** of the Fredericksburg Area Campus **for a fee of \$780**. This fee includes assistance with A/V equipment as agreed upon. Fredericksburg Area Campus will accommodate set-up of one furniture configuration as requested. This set-up must be confirmed at least three weeks prior to the event. Subsequent changes may not be able to be accommodated or may require additional charges.

- **Schedule the event/course for the dates and times listed:**

Date: 4/16/24

Access Time: 7am to 4pm

Event Time: 8am to 3pm

Room: Soil Pit Outside and SP2 134

Rain Location: SP2 105 A&B

- **Bill Tri-County City Soil & Water Conservation District** before the event.

- **Rental Request Form and Center Rental Agreement-Policies and Procedures** are part of this agreement. Germanna Community College reserves the right to discontinue an event if the rules and regulations of the college and terms of this agreement are not followed.

Client responsibilities:

- Client is responsible and accountable for proper care of all Conference facilities and equipment by all participants associated with the event regardless of whether the damage was caused within the room reserved or elsewhere. Restitution shall be required for damages and cleaning necessary for any property or equipment damage. The Client assumes any and all risk of loss, damage, or liability whatsoever which the Client, the **Client's officers, agents, employees or invitees** may sustain while using the Facilities. The College shall not be liable for any injury, damage or loss of personal property which occurs on or about the Facilities caused by the negligence or misconduct of the Client or their use of the Facilities. The Client shall defend, indemnify, and hold the College harmless from any and all losses, expenses, demands, actions, suits, claims or liabilities of whatsoever nature resulting from any injury or death to any persons, or any property damage related to **Client's use of the Facilities.**

- The Client shall maintain, at the Client's expense, during the term of this Agreement, liability insurance in which both the Client and the College, its officers, agents, and employees, are named as insureds with minimum policy limits of two million dollars for personal injuries, including death, and one million dollars in aggregate for all property damage; the term of such coverage shall coincide with the term of this Agreement. The User shall keep such insurance in place and current throughout the term of this Agreement and shall furnish the College, at least four (4) weeks prior to the Event, with copies of the Certificate of Insurance naming Germanna Community College as additionally insured.
- Provide Germanna Community College Fredericksburg Area Campus with a final schedule of events and an estimated number of people in attendance prior to the start date.
- Agrees to have the Point of Contact for rental complete the Events Waiver form no later than a day before the rental.
- Agrees to remove all items and trash at end of the event.
- The signed Memorandum of Agreement and 50% deposit of \$390, are due once invoiced. The remaining balance of \$390 is due in full within 30 days of being invoiced.
- **Finalize all A/V needs 3 weeks prior to date of event by email or call (540) 834-1028.**

Considerations:

- **Cancellation:** The client may receive a refund of their deposit, if they cancel the program, event, or activity at least 30 days prior to the scheduled event.
- **Inclement Weather:** Use of the College facilities by outside groups will be cancelled in conjunction with closings and class cancellations; therefore, if the college is closed, no services are available, no classes, no service. If classes are in session, the services will be available.
- **Force Majeure:** The performance of the Agreement by either party shall be subject to force majeure, including but not limited to acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of COVID-19, H1N1, or similar infectious diseases), curtailment of transportation facilities, or other similar occurrence beyond the control of the parties, where any of those factors, circumstances, situations, or conditions or similar ones prevent or dissuade event attendees from appearing at the college, or where any of them make it illegal, impossible, inadvisable, or commercially impracticable to hold the Event or to fully perform the terms of the Agreement. The Agreement may allow for postponement, or other arrangements, as discussed between the parties, and agreed by written notice between the parties.

Diversity, equity, and inclusion are core values of Germanna Community College. We recognize our responsibility to create, maintain, and nurture an academic and social environment that respects the diversity of people and ideas. We are committed to being an inclusive community that respects all cultures, experiences, and abilities and that prepares individuals to thrive in a global society.

Germanna Community College's contact person:

Alec Mallmann, Event Coordinator
Germanna Community College
(540) 834-1947
amallmann@germanna.edu


Client's Contact Person:

Madison Morgan
Tri-County City Soil & Water Conservation District
4811 Carr Dr, Fredericksburg, VA 22408
540-656-2401
Education@tccswcd.org

Tax Identification Number (Required): 54-08 56925

If the above Memorandum is acceptable to you, please sign below and return one copy to the Center as soon as possible.

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.



Client

11-2-2023

Date

Taylor Landrie

Taylor Landrie
Special Assistant to the President for Strategic Initiatives
Germanna Community College

11.13.23

Date



We work with the people who work the land.

Tri County/City Soil and Water Conservation District
Conservation Specialist Monthly Report
Courtney Coleman, Conservation Specialist
Report Period: November 9th – January 10th, 2024

Prepared for January 2024 Board Meeting

Trainings

- 11/16 Barbara McGary came to the office to provide training for RMPs.
- 12/05 COIA Training

Farm Visits

- Spotsylvania
 - 11/15 Farm Visit with Producer to verify Cover Crop Planting, review, and approve Grazing Land Management Plan
 - 11/17 Farm Visit with Producer to measure fence for CCI-SL-6W and score Pasture for SL-10
 - 12/01 Farm Visit with Producer Interested in an FR-1 and wanted more information about the process and how the tree planting process would go
 - 12/12 In Office visit with producer to discuss signing up for Cover Crops in the future
 - 12/12 In Office visit with Producer to sign up for NM-3C
 - 12/13 Farm Visit to complete As-Built for WQ-12
 - 12/13 Farm Visit with Producer to drop off check
 - 12/18 Farm Visit with Producer to look at tract and go over previous plan and make edits before sending plan off for approval
 - 12/18 Farm Visit with Producer to see where he had placed flags for where the fence and waterers were going
- King George
 - 11/13 Farm Visit with Producer to verify Cover Crop Planting
 - 12/12 Farm Visit with Producer to look at As-Built for SL-7 project
 - 12/15 Farm Visit with Producer and Contractor to oversee construction of Stream Crossing
 - 12/26 Farm Visit with Producer and Contractor to survey As-Built Stream Crossing
 - 01/02 Farm Visit with Producer to see farm and discuss a possible SL-6W
- Stafford
 - N/A
- Fredericksburg
 - N/A

Miscellaneous Tasks

- Organized files for FY24 and placed them in new folders

- 12/03 – 12/06 Annual Meeting: sat on the Client Interactions Panel that took place on 12/04
- 12/07 Prepared Files for the Audit
- 12/08 Provided Jerry a list of the trainings he would need
- 12/11 Audit
- Learned about Carryover Payments
- Created Ranking Sheets for Producers
- Provided Technical Assistance to producers who called in with questions.

Upcoming Tasks or Events

- Continue Signing Producers up for NM-3Cs
- Cover Crop Checks
- Finish Conservation Plan for DCR Training Coordinator to come and review in order to Certify me as a Conservation Planner

SL-8B – Small Grains and Mixed Cover Crop

SL-8H – Harvestable Cover Crop

SL-6W – Stream Exclusion with a Wide Width Buffer & Grazing Land Management

SL-10 Grazing Land Management

NM-5P – Precision Nutrient Management on Cropland – Phosphorus Application

NM-5N – Precision Nutrient Management on Cropland – Nitrogen Application

NM-3C – Sidedress Application of Nitrogen on Corn at the 6-Leaf Stage or at Least 15” in Height or Grain Sorghum at the 5-Leaf Stage or at Least 12” in Height

SL-7 – Extension of Watering System

CCI-SL-6W – Stream Exclusion with Wide Width Buffer – Maintenance Practice SL-6W

WQ-12 – Roof Runoff Management System

FR-1 – Afforestation of Crop, Hay and Pasture Land



We work with the people who work the land.

January 19, 2024 Board Package
Tri County/City Soil and Water Conservation District 138

Conservation Specialist Monthly Report

Jerry Rauch, Conservation Specialist

Report Period: December 1st, 2023– January 19th, 2024

Prepared for January 2024 Board Meeting

Trainings

- 12/05 CIOA Training in person Annual Meeting
- 12/11 Vehicle Safety Training online Learning Center
- 12/11 Security Awareness Training online Learning Center
- 12/13 Water Bodies Module 4 online Learning Center
- 12/14 DEQ-Virginia Water Concerns online Learning Center
- 12/14 Water Management online Learning Center
- 12/14 Pest Management/Water Quality Implications online Learning Center
- 12/15 Overview of Water Quality Resource Assessment online Learning Center
- 12/18 Nitrogen Management and Concerns online Learning Center
- 12/19 Phosphorus Management and Concerns online Learning Center
- 12/19 Sediment Management online Learning Center
- 12/28 MVP FOIA Training online Learning Center
- 12/28 DSL FOIA Training online Learning Center

Farm Visits

I have accompanied Courtney Coleman on all visits thus far for observation and training.

- Spotsylvania
 - 12/01 & 12/13 Site visit with producer. Purpose: Q&A about practice WQ-12 and take measurements
 - 12/01 In office visit with producer. Purpose: Explanation of FR-1 contract
 - 12/18 Site visit with producer to discuss SL-7 cross fencing and livestock water
 - 12/18 Site visit with producer to discuss SL-6W layout questions
- King George
 - 12/12 Site visit with producer to discuss practice SL-7 completion
 - 12/15 Site visit with producer and contractor for Q/A about practice SL-6W Stream Crossing. Discussed materials, grade, slope etc.
 - 1/2 Site visit with producer to discuss layout ideas/goals for stream exclusion fence and livestock water practice
- Stafford
 - 12/21 Site visit with producer to spot check acres for practice SL-8B
- Fredericksburg
 - N/A

Miscellaneous Tasks

- 12/3-12-6 Attended the Soil and Water Annual Meeting, Norfolk, Virginia
- 12/1-12/8 On-boarding and startup with Renee Davis
- Reading through and learning practices in VACs Manual
- Verified acres for Cover Crop Practices with crop plans and maps
- Using Google Earth, made field location maps for multiple producers, The maps are being used to locate cover crop field in the Tri-County area in an efficient manner.

Upcoming Tasks or Events

- 1/4 – 1/5 Soil Science, Soil Fertility, Crop Production School per NMP Certification
- Cover Crop Spot Checks
- 1/25 2024 Forage Conference, Warrenton, VA

SL-8B – Small Grains and Mixed Cover Crop

SL-6W – Stream Exclusion with a Wide Width Buffer & Grazing Land Management

SL-7 – Extension of Watering System

CCI-SL-6W – Stream Exclusion with Wide Width Buffer – Maintenance Practice SL-6W

WQ-12 – Roof Runoff Management System

FR-1 – Afforestation of Crop, Hay and Pasture Land

Tri County City SWCD

Education and Outreach Coordinator

Monthly Report

Madison Morgan, Education and Outreach Coordinator

November 9- January 10

Training—

- 11/18- Area II Envirothon Training
- Annual Meeting
- 12/14- Vehicle Training Certification

Other Tasks—

- 11/14- Attended Master Naturalist Meeting
- Attended Area II's Envirothon Training
- Invited YCLI student to next board meeting
- Reached out to Carl Thiel-Goin in order to fix my training page and get that set up
 - Was completed
- Scheduled post about Administrative Professional position opening
- Attended annual meeting 12/3-12/6
- Stevenson Ridge Tour 12/20 @ 2PM
- Reached out to Cameron Bernard (USDA) about being Area III Envirothon's Soils expert
- Reached out to Kathleen Ogilvy (DOF) to be Area III Envirothon's Forestry expert
- Reached out to Heather Strother (FOR) to be Area III Envirothon's Aquatics Expert
- Submitted application for 2024 Earth Day festival
- 12/11- Gave lesson to Fredericksburg's 2nd Barefoot University Group
- 12/12- attended Spotsylvania Board of Supervisors meeting and delivered the county's annual report stats
- Applied for Spotsylvania's Partners in Education role with the county.
 - No word
 - No answers on communications with lesson dispersal
- Sent FOR Green Infrastructure Specialist opening to All District
- Working with Bryan (FOR) and other employees to plan a partner social event.
- Posted Administrative Professional job description in All District and Indeed
- We received the VASWCD Envirothon Grant -- \$1000
- Redesigned the *L. Gordon "Link" Linkous Scholarship* application
- AREA III DOMINION ENERGY ENVIROTHON TRAINING @ CROW'S NEST
- Reached out to VCAP spot check participants about coming to inspect practices that were pulled for inspection
- Stafford board meeting presentation annual stats
- Scheduled Envirothon Update meeting Jan. 3rd, 2024
- Mentor- Youth Conservation Leadership Institute
- DEI Committee meeting 1/9/2024

- Envirothon area meeting

VCAP—

- Oct. 18, VCAP visit to crows nest. Didn't pass because of invasives
- January 8, recheck Crows Nest, Inconclusive because of dormant plants.

Upcoming—

- 1/20- K-8 Project Learning Tree Training
- 1/27- Master Gardeners Seed Swap
- 2/17- 9-2 Project Learning Tree Training
- 3/11-3/13- Project Learning Tree Facilitator Training

Questions—

- Scholarships: We voted to increase L. Gordon "Link" Linkous scholarship to \$1,000 to winning student. The District received donations to allow us to possibly give 2 scholarships this year. Total monetary value designated for scholarship- \$1,885. With an increase of \$15 to this fund, we could award two scholarship recipients this year. However, if the board votes to move this action, would it be realistic to continue with 2 recipients each year? Or would this decision be special to the 2024 scholarship time only?
- We need to order a porta potty for Envirothon training.
- Allocation of funds for 2024 Dominion Energy Envirothon Competition. We CANNOT deplete funds from the Area III Envirothon account. Dedicate a certain amount once finalized expenses are done. Hanover-Caroline pays for their hosting of Enviorthon, Colonial had students pay to come. This is a barrier to entry IMO and we should stay away from placing a fee for students and teachers to participate.

**Tri-County/City Soil & Water Conservation District
Operations Manager Staff Report**

Renee B. Davis

November 10, 2023- January 10, 2024

Prepared for January 19, 2024, Board Meeting



Happy New Year ~ Renee

Just The Highlights

- *Monthly:* Ran payroll, processed taxes and liabilities, paid producers, and invoices, received funding, reconciled 4- credit card accounts and 4- bank statements, prepared financial package, typed minutes, prepared the agenda and Board package for circulation.

~ ~ ~ ~ ~

- Worked with Infinity Technologies to set up the new backup/server system (2 days)
- Sent Infinity Technologies Help Desk information to all staff and created labels with the phone # for each staff member to put on their computer. Reviewed QuickBooks with Curtis Brownley. Assisted Mike Sobieszczyk with email migration.
- Set up madison.morgan@tccswcd.org email
- Set up jerry.rauch@tccswcd.org email
- Filled out the Anthem enrollment form for Jerry Rauch and submitted to The Local Choice / Anthem BC/BS.
- Corresponded with Jordan Pulley on the 2013 Ford F-150 for payment and pickup
- Worked with Praesidium and Jeramy “Jerry” Rauch on the background screening.
- Emailed the Vehicle Safety training link to all staff for completion.
- Emailed the Administrative Professional job description to Madison for posting and distribution after the Annual Meeting.
- Worked with Falcon Reality / Colliers to correct a utility billing error
- Registered Jerry Rauch for the Annual Meeting. Canceled Kayleigh Mize and Jeff Adams.
- Prepared and assisted auditors with audit that took place on December 11, 2023
- Purchased new auto mileage notebooks to track mileage
- Updated the mileage rate for 2024 from 65.5¢ to 67¢ per mile
- Completed quarterly payroll reports
- Updated the Virginia Employment Commission rate in QuickBooks
- Updated QuickBooks to the 2024 edition
- Worked with Jerry Rauch on onboarding paperwork

Renee Davis
Continued

Training Update:

Date	Training	Hours
November 16, 2023	<i>1099 Training with Jennifer Edwards and Blair Gordon</i>	<i>1.0</i>
November 16, 2023	<i>Resource Management Plans with Barbara McGarry, DCR</i>	<i>3</i>
November 22, 2023	<i>DHRM-WC Vehicle Safety- Take the High Road!</i>	<i>.50</i>
December 27, 2023	<i>VRS Security Awareness Quiz</i>	<i>.10</i>

Prepared meeting documents for most of the below.

Meeting Information
<ul style="list-style-type: none"> ✓ 1st Wednesday Staff Meeting with Personnel Committee Director(s). ✓ 3rd Friday Board Meeting ✓ November 15, 2023, Personnel Committee Meeting ✓ November 22, 2023, Meeting with Brendan Martineau with Infinity Technologies to review Phase 1 of the onboarding steps on the server/backup installation. ✓ November 29, 2023, Worked with Marissa ✓ December 3-6, 2023, Attended the Annual Meeting in Norfolk, VA ✓ January 10, 2024, Attended the Personnel Committee Meeting

Upcoming:

- Attachment E
- 1099's
- W-2's
- Year End Reports for calendar year 2023